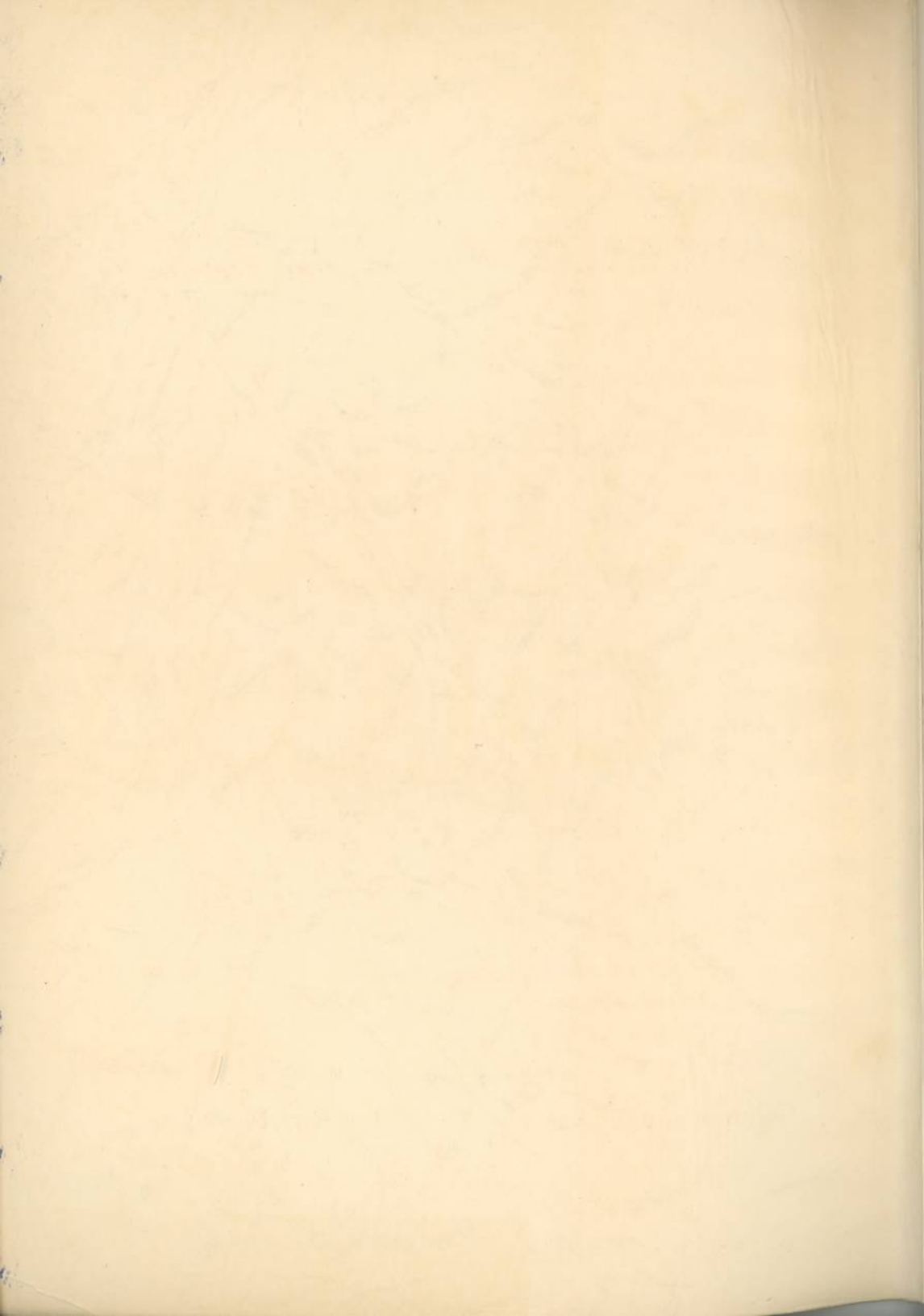


**BAY
CITY**

**JUNIOR
COLLEGE**

1953

1955



BAY CITY JUNIOR COLLEGE



ANNOUNCEMENTS
1953-1955



A COMMUNITY COLLEGE

Fully Accredited by the
NORTH CENTRAL ASSOCIATION
OF COLLEGES AND SECONDARY SCHOOLS
and
THE UNIVERSITY OF MICHIGAN



Telephone 8518

Columbus at Hampton

Bay City, Michigan

BAY CITY JUNIOR COLLEGE

ANNOUNCEMENTS
1953-1954



A COMMUNITY COLLEGE

Is approved by the
NORTH CENTRAL ASSOCIATION
OF COLLEGES AND SECONDARY SCHOOLS
and
THE UNIVERSITY OF MICHIGAN

Telephone 8218

Bay City, Michigan

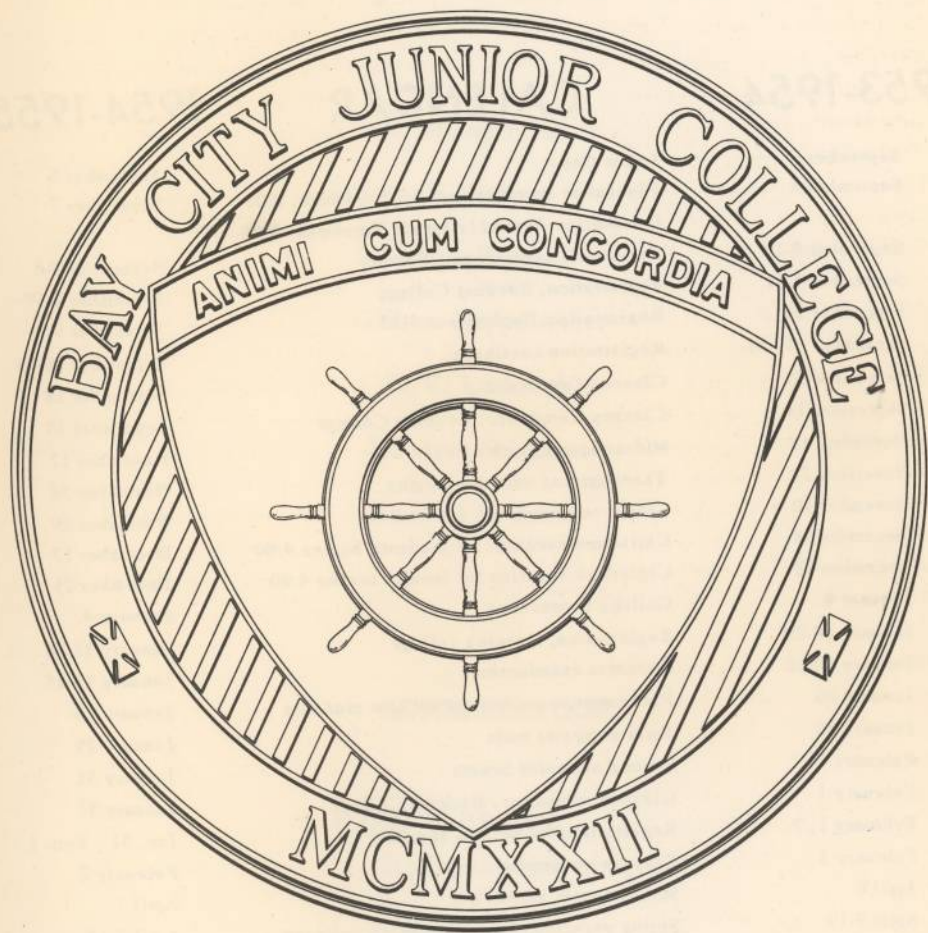
Continued on Back

Agricultural Engineering	50
Picture - The Ski Club in Action	51
Forestry and Conservation	52
Michigan State College	52
University of Michigan	52
Home Economics	53
Michigan State College	53
Hotel Management	53
Michigan State College	53
Journalism	53
University of Michigan	53
Michigan State College	54
Law	54
Medical Technology	55
University of Michigan	55
Michigan State College	55
Wayne University	56
Bay City Mercy Hospital - Saginaw General Hospital	56
Medicine	57
University of Michigan	58
Wayne University	58
Mortuary Science	59
Wayne University	49
Music	59
Nursing	60
University of Michigan	60
Michigan State College	60
Wayne University	60
Pharmacy	61
University of Michigan	61
Police Administration	61
Michigan State College	61
Social Service	62
University of Michigan	62
Michigan State College	62
Air Transportation	62
Airline Hostess Curriculum	62
Airline Office Training	64
Veterinary Medicine Curriculum	65
Courses of Instruction	66
Accounting	66
Architecture	67
Art	68

Picture - Members of Women's League	70
Biology	71
Business	72
Chemistry	74
Cooperative Vocational Training	76
Drafting	77
Economics	78
Education	79
English	80
French	82
Geography	83
Geology	84
German	84
History	84
Journalism	86
Latin	86
Mathematics	87
Meteorology	89
Music	89
Physical Education	90
Physics	90
Physiology and Hygiene	92
Political Science	92
Psychology	92
Shop Practice	93
Sociology	94
Spanish	94
Speech	95

Agricultural Engineering	50
Picture - The Ski Club in Action	51
Forestry and Conservation	52
Michigan State College	52
University of Michigan	52
Home Economics	53
Michigan State College	53
Hotel Management	53
Michigan State College	53
Journalism	53
University of Michigan	53
Michigan State College	54
Law	54
Medical Technology	55
University of Michigan	55
Michigan State College	55
Wayne University	56
Bay City Mercy Hospital - Saginaw General Hospital	56
Medicine	57
University of Michigan	58
Wayne University	58
Mortuary Science	59
Wayne University	49
Music	59
Nursing	60
University of Michigan	60
Michigan State College	60
Wayne University	60
Pharmacy	61
University of Michigan	61
Police Administration	61
Michigan State College	61
Social Service	62
University of Michigan	62
Michigan State College	62
Air Transportation	62
Airline Hostess Curriculum	62
Airline Office Training	64
Veterinary Medicine Curriculum	65
Courses of Instruction	66
Accounting	66
Architecture	67
Art	68

Picture - Members of Women's League	70
Biology	71
Business	72
Chemistry	74
Cooperative Vocational Training	76
Drafting	77
Economics	78
Education	79
English	80
French	82
Geography	83
Geology	84
German	84
History	84
Journalism	86
Latin	86
Mathematics	87
Meteorology	89
Music	89
Physical Education	90
Physics	90
Physiology and Hygiene	92
Political Science	92
Psychology	92
Shop Practice	93
Sociology	94
Spanish	94
Speech	95



1953-1954

September 7
 September 8

 September 8-10
 September 1-11
 September 10
 September 11, 14
 September 15
 September 14
 November 13
 November 25
 November 30
 December 18
 December 23
 January 4
 January 18-29
 January 20-26
 January 26
 January 30
 February 1
 February 1
 February 1, 2
 February 3
 April 6
 April 9-19
 May 31 - June 4
 June 6
 June 8
 June 11
 June 21
 July 30

CALENDAR

Labor Day
 Placement Examinations for Freshmen, 8:00
 Orientation Assembly for all Freshmen, 3:00
 Pre-school conference - Faculty
 Registration, Evening College
 Registration, Sophomores 1:15
 Registration continues
 Classes Commence
 Classes Commence, Evening College
 Mid-semester grades due
 Thanksgiving vacation begins
 School reconvenes
 Christmas vacation for students begins 4:00
 Christmas vacation for faculty begins 4:00
 College reconvenes
 Registration, Evening college
 Semester examinations
 Placement examinations for new students
 First semester ends
 Second semester begins
 Classes commence, Evening College
 Registration for second semester
 Classes commence
 Mid-semester grades due
 Spring vacation, day and evening colleges
 Semester examinations
 Baccalaureate service
 College Spread
 Commencement
 Summer session begins
 Summer session ends

1954-1955

September 6
 September 7

 September 7-8
 September 1-10
 September 9
 September 10-13
 September 14
 September 13
 November 12
 November 24
 November 29
 December 17
 December 23
 January 4
 January 17-28
 January 19-25
 January 25
 January 29
 January 31
 January 31
 Jan. 31 - Feb. 1
 February 2
 April 7
 April 7-17
 May 31 - June 3
 June 5
 June 7
 June 10
 June 20
 July 29

Bay City Board of Education

S. Dillon Foss

J. W. Hebert

George Howard

Gilbert Leppelmeier

B. W. Lodewyk

Leonard Schramm

Russell H. Smith

ADMINISTRATION

PAUL W. BRIGGS

Superintendent of Schools

L. J. McCULLY,

Business Agent

LYLE EWING,

Secretary

ERIC J. BRADNER,

Dean of Junior College

Administrative Staff

Bradner, Eric J. Dean
Thorsberg, Walter E. Registrar
French, G.M. Director Veterans' Institute
Kern, Palmer Dean of Men
Waterman, Lois L. Dean of Women
Schultz, Clarence Bursar
Stuart, Robert M. Director, Dept. of Continuing Education

Active Faculty

- Bradner, Eric J. Dean
Principal of Bay County Normal School. A.B., Occidental College. M.A., Ph. D., Northwestern University. Additional graduate work: University of Southern California and Stanford University.
- Doll, Louis History, Geography
A.B., M.A., PhD., University of Michigan
- Cady, Loren Music
A.A., Bay City Junior College. B. Mus., Oberlin College. M.Mus., University of Michigan.
- Evans, H.R. Music
B.Mus., University of Michigan. Mus. D., Alma College.
- Ewing, Meta Mathematics
B.S., M.S., Michigan State College. Additional graduate work: Michigan State College and University of Chicago.
- Franek, Theophile V. Machine Shop
A.A., Bay City Junior College. B.S., Western Michigan College of Education. M.A., University of Michigan.
- Freed, Samuel J. Chemistry, Physics
A.B., Northern Michigan College of Education. M.S., University of Michigan.
- French, G.M. Director, Veterans' Institute; Economics
A.B., Alma College. M.A., University of Michigan.
- French, Sena G.(Mrs.) Accounting, Economics
B.S., Western Michigan College of Education. Graduate work: University of Michigan.
- Grein, Paul Basketball and Track Coach
B.S., Western Michigan College of Education.
- Groulx, Nancy Secretary, Dept. of Continuing Education
- Harris, Lizetta Journalism
A.B., University of Michigan; B.J., University of Missouri
- Hellmuth, Erma J. Spanish
A.B., M.A., University of Michigan. Additional graduate work: Centro de Estudios, Madrid; Centro de Estudios, Mexico; Diploma of Suficiencia, Centro de Estudios Historicos, Madrid. Four Summers of study and travel in Brazil, Argentina, Chile, Bolivia, Peru, Ecuador, Panama Canal Zone and West Indies.

- Kern, Palmer B..... Director of Athletics and Dean of Men
A.B., B.S., Western Michigan College of Education. Additional graduate work:
Michigan State College; Akron University.
- Kessler, Libbie Librarian
A.A., Bay City Junior College. A.B., University of Michigan.
B.L.S., University of Illinois.
- Klingbeil, Gladys M.(Mrs.) English
A.B., Aberystwyth College, University of Wales. M.A., University of Michigan.
Additional graduate work: University of Michigan; University of Wisconsin.
- Klingbeil, H.C. Speech, English, Political Science
A.B., Pennsylvania State College. M.A., University of Michigan. Additional
graduate work: University of Pennsylvania; University College of Wales,
Aberystwyth; London School of Speech and Drama; Oxford University; Univer-
sity of Wisconsin.
- Krafka, Elizabeth Biology
A.B., Lake Forest College. M.A., University of Wisconsin. Additional grad-
uate work: Marine Biological Laboratory, Woods Hole, Massachusetts; Univer-
sity of Iowa; Rocky Mountain Biological Station, Colorado.
- Lagden, Olive L. French
A.A., Bay City Junior College. A.B., M.A., University of Michigan. Additional
graduate work: Boston University; Western Reserve University; Study
and travel in France.
- Loop, Kenneth Swimming Coach
B.S., Central Michigan College of Education. Additional graduate work at
Michigan State College.
- Lynch, Aline A. Business Education
Three year certificate, American Savings and Loan Institute, Chicago.
B.S., Western Michigan College of Education; M.A., University of Michigan.
Additional graduate work: University of Michigan.
- McGregor, Nellie M. English, Publications Advisor
B.Pd., Michigan State Normal College; A.B., M.A., University of Michigan.
- O'Brien, Edna M. Education
A.B., M.A., University of Michigan.
- Parks, Harry G. Political Science, Geography
A.B., Michigan State Normal College. M.A., (Political Science), Colorado
State College of Education. M.A., (History) University of Michigan. M.S. in
Education, Indiana University. Additional graduate work: Wayne University
University of Denver, Boston University. Graduate Army Administrative
School, Adjutant General's Department.
- Pease, George O. Drafting
B.S., M.S., The Stour Institute.

- Pilon, Ardalla M. Secretary to the Dean
- Plum, Kathleen B.(Mrs.) Art
 B.S., University of Wisconsin. Additional graduate work: Ecole Russe d'Art Applique, Paris; Fontainebleau School of Fine Arts, Fontainebleau, France; University of Wisconsin; Columbia University; University of Michigan; Michigan State College.
- Rogers, Fred B. Physics
 A.B., Morningside College, Iowa. M.S., University of Michigan. Additional graduate work: University of Chicago, and University of Michigan.
- Royal, Ada I. Physiology, Hygiene, Psychology
 B.S., Michigan State Normal College. M.A., University of Chicago. Additional graduate work: University of Michigan, Columbia University and University of Southern California.
- Ryan, William A. Jr., ... Geology, Geography
 A.B., Miami University; M.A., University of Missouri.
- Saile, Marcia C. Mathematics
 A.B., Houghton College, New York. M.A., University of Michigan. Additional work, West Virginia University.
- Schultz, Clarence C. Bursar, Veterans' Counselor
 A.A., Bay City Junior College. Additional work: University of Michigan and B.S., Central Michigan College of Education.
- Smith, Earl W. English
 A.B., M.A., University of Michigan.
- Smith, Frances. Secretary to the Registrar
- Stuart, Robert M. Director, Dept. of Continuing Education
 A.B., Central Michigan College of Education. M.A., University of Michigan. Additional graduate work: University of Michigan.
- Stump, Marilyn J. Physical Education
 B.S., Michigan State College.
- Thelen, Jeanette C. Business
 B.S. in Commercial Education, Siena Heights College, Adrian, Michigan; M.A., University of Michigan.
- Thorsberg, Walter E. Registrar, Mathematics
 A.B., M.A., University of Michigan.

Waterman, Lois L..... English, Dean of Women

A.B., M.A., University of Michigan. Additional graduate study: University of Michigan; University of Wisconsin; Columbia University.

Williams, Fred J. Chemistry

B.S., Michigan State College. M.A., University of Michigan. Additional graduate work: University of Chicago.

Woodford, Marion L. Chemistry

B.S., Central Michigan College of Education. M.A., Michigan State College.

Zielinski, Rose R. Testing and Guidance

Spellman Parent Education Fellow. B.S., Michigan State Normal College. Graduate work: Teachers College Columbia University; New York School of Social Work; Colorado State Teachers College; Penland, N.C. School of Handicrafts; University of Iowa.

FACULTY EMERITUS

- Butterfield, George E. Dean
Bay City Junior College, 1926-1949.
- George, J. H. Geology
Bay City Junior College, 1923-1953.
- Hobbs, Ada E. English
Bay City Junior College, 1931-1950.
- Howe, Alice A. Chemistry
Bay City Junior College, 1927-1945.
- Martin, G. L. Chemistry
Bay City Junior College, 1922-1945.
- Presley, Florence (Mrs.) Library
Bay City Junior College, 1935-1950.
- Schroeder, Mathilda M. German, English
Bay City Junior College, 1922-1945.
- Whitney, Lola Bishop French
Bay City Junior College, 1930-1949.

Faculty Organization

The faculty is organized on the basis of standing committees. Membership changes in part from year to year, as new appointments are made by the Dean of the College and members are elected by the faculty.

THE PRESENT STANDING COMMITTEES ARE AS FOLLOWS:

ADMINISTRATIVE

Administrative Policies
Educational Affairs
Information & Promotions
Scholarship and Awards
Alumni Relations

DEPARTMENTAL

Business and Economics
English
Mathematics
Science
Foreign Languages
Social Sciences

CURRICULUM ADVISING

Business
Engineering
Liberal Arts
Sciences
County Normal

STUDENT ACTIVITIES

Debating and Dramatics
Publications
Public Meetings
Social Activities
Women's Affairs
Sports

PROFESSIONAL INTERESTS (Elected by the Faculty as Directors of the Bay City Teachers' Club.)

EDUCATIONAL OPPORTUNITIES FOR VETERANS

The Bay City Junior College has been approved by the Veterans Administration for the education of veterans under the provisions of the Veterans' Rehabilitation Act (Public Law 16), under the Veterans' Readjustment Act (Public Law 346, the "G.I. Bill"), and under the Veterans' Readjustment Act of 1952 (Public Law 550, "Korean G. I. Bill").

Veterans' Institute

To provide on-the-job and institutional on-the-farm training for veterans, a Veterans' Institute has been organized as a part of the Bay City Junior College. It is approved by the Veterans Administration for veterans' training under Public Acts 16, 346, and 550. Veterans wishing information about on-the-job training should contact the Director, G. M. French, at the Board of Education offices, telephone 3-6567.

ALUMNI ASSOCIATION

President -- Ralph Hinkley, '29
Vice-President -- Sam Werner, '28
Secretary -- Florian Lukowski, '44
Treasurer -- Mrs. Phillip Soderquist, '40

The Association is an important and influential organization. Graduates of the College and all former students of the College are members of the Association.

The College Alumni Relations Committee, G. M. French, Director, maintains close liaison with the Association.

GENERAL INFORMATION

HISTORY AND LOCATION

In July 1922 in accordance with Act 146, P. A. 1917 of the State of Michigan, Bay City Junior College was established. It is housed in the Central High School building on Columbus Avenue at North Hampton Street.

Bay City Junior College was opened in September 1922.

It is accredited by the University of Michigan and by the North Central Association of Colleges and Secondary Schools. Graduates may enter the senior colleges as juniors and obtain a bachelor's degree in two years of additional work.

Soon after Bay City Junior College was organized, it became evident that a rather large proportion of those entering did not complete the junior college work, and still others ended their formal education upon graduation. To the senior-college preparatory programs two-year programs were then added that would give general education and at the same time prepare students for employment.

In 1934 the teachers' two-year curriculum was merged with the program offered by the Bay County Normal School, which became a part of the Bay City Junior College. Full transfer credit to the teachers' colleges of Michigan is accepted by those institutions. A combined curriculum has since been arranged with Central Michigan College of Education and approved by the State Board of Education. Graduates of this program receive the State Limited Certificate by attending Central Michigan College one summer.

PURPOSE

This college exists for the main purpose of preparing all students for the responsibilities of citizenship. In general, the supplementary purposes of the college are the following:

1. To prepare students for further college work. This preparation is designed for those planning professional or other careers which require four or more years of college instruction.
2. To provide adequate and practical courses for students who plan on one or two years of college instruction.
3. To provide training for those who wish to enter business, industry, or other fields.

4. To provide courses of study that will contribute to the civic, cultural, and professional or vocational growth of members of the community.

DEPARTMENT OF CONTINUING EDUCATION

This service organizes and administers the program of adult education of the community college. Since 1950, about 4,000 to 5,000 people of this, and neighboring communities within commuting distance, have participated each year in the total Continuing Education program. New schedules of adult education activities are opened for registration and enrollment in September and January of each school year. At the present time, the Department of Continuing Education functions in this community through the divisions and services described below:

1. Community Co-Sponsored Series

This part of the community adult education program is made up of lecture series, film and discussion forums, special education programs, music programs, and other specially arranged community-centered activities which utilize outstanding community resources for adult education. Recent examples of this type of informal adult education include lecture-discussion series entitled, "Medical Care Within the Home and Community," co-sponsored by the Bay County Medical Society, "Community Teamwork in Mental Health," jointly sponsored by twelve local and state organizations; and "Law and Government for the Layman"; co-sponsored by the County Bar Association. In many cases through this cooperation with local groups, it has been possible to present these unusual educational opportunities without charge to participants in this community.

2. Community College Credit Evening Courses

It is possible to earn up to 62 hours of college credit, the equivalent of the first two years of college, entirely through evening classes. The three two-year curricula available to evening students include Basic Community College, Business Education, and Vocational Trade Preparation sequences. Prospective evening college students should take into consideration the fact that it is not practicable to carry more than 30% to 50% of a full day-college schedule in evening college. Hence, it takes considerably longer to complete the college course selected when the work is done in evening classes.

3. High School Credit Evening Courses

Credits toward high school graduation may be earned in evening school in three ways. The student may enroll in evening high school level classes; he may enroll in Community College level classes, converting credits earned to the high school level; and he may complete University of Michigan home study correspondence courses. All evening high school work for credit must meet the requirements of the Bay City Public Schools as accredited by the North Central Association of Schools and Colleges.

4. Adult Education Non-credit Courses

About sixty non-credit adult education classes, lecture programs and similar activities in the cultural, vocational, avocational and general education fields are offered in September and January of each year. The program of this division is very flexible. It is responsive to community interests and needs as they are indicated by surveys, through the recommendations of advisory committees, and by other samplings of public interest.

5. Program Planning Services

Upon request, this division of the Continuing Education Department assists local organizations with program problems. Consultation regarding program content and sequence, program format and presentation, and information on leadership and lecture personnel available are among the most numerous requests. This service helps to provide speakers, films, recordings, discussion leaders, and other program aids. The only charges made for this service are part of the actual costs of providing the lectures, films or other services.

EQUIPMENT

The Buildings

The college occupies the third floor of the Central High School Junior College building, located on Columbus Avenue. The Annex situated near the central building and the Farragut School which is used for some County Normal classes are also used by the college.

The classrooms, the library, the laboratories, and the shops were designed and planned for the college level of instruction. The gymnasium, the swimming pool, the tennis courts, and the out-of-door fields are part of the college campus, which with a local bowling alley and golf course are available for physical education classes and varsity and intramural activities.

The Library

The college library is located in an attractive and well-lighted room. The library contains well over 13,000 volumes selected to meet the requirements of the college. It subscribes to about 100 periodicals and several newspapers and back files of many are available for reference.

The library is staffed by a head librarian and an assistant librarian. Student assistants find opportunity for training in library science.

The facilities of the Bay City Public Library, the Sage Library, and in Saginaw the Hoyt Public Library are also readily accessible to college students.

Laboratories

The college is well equipped for work in the sciences: chemistry, geology, physics, biology, and astronomy. The pre-dental, pre-medical, and engineering requirements in the various sciences are adequately met with the facilities of the laboratories.

ADVANTAGES

Bay City Junior College offers several advantages to its students both resident and non-resident:

1. To live at home or near home and obtain two years of standard college education at minimum expense.
2. To make up any high school subject required in a chosen course of study.
3. To receive additional training for occupations requiring more than high school preparation.
4. To engage in student activities, which are determined by the needs, tastes, and interests of the student body.
5. To obtain outside the regular class periods, personal instruction and guidance, from faculty members, with whom students have daily contact.
6. To be able, when job and family responsibilities prevent attendance at day college, to continue personal educational development on vocational, avocational, high school or college levels through the Evening College and Continuing Education Division.

Students who come from a distance may secure suitable residence

and board by applying to the Dean. Those students are urged to bring their problems and interests to the attention of the administration and faculty members who can be of assistance to them.

STUDENT SERVICES

The Cafeteria

The cafeteria is conveniently located on the first floor of the central building. Conducted at cost and under the most modern methods, the cafeteria offers well-balanced meals throughout the year at moderate prices.

The Bookstore

Students may purchase their books, either new or second-hand, in the college bookstore, which is located on the second floor of the main building. Operated without profit, the bookstore offers students an opportunity to buy books and supplies at cost.

Lounges, Bulletin Boards, and Telephone

The Women's Lounge and the Tower Memorial Lounge are open all day for study or relaxation.

Bulletin boards to keep the student well informed on college activities may be found in the hall near the college offices. These boards list information concerning college activities such as: official notices which should be ready every day and notices concerning athletics, the student government, the Women's League, assemblies, and other organizations and events.

A public telephone is available in a booth near the library.

Placement Bureau

Students needing to work while in college and graduates may register with the bureau. This service does not guarantee a position to each graduate but gives every possible aid in obtaining suitable employment. Many students and graduates have been placed in desirable part-time and full-time positions.

COLLEGE ACTIVITIES

Because of the educative value of college activities outside of classes, the college sponsors student organizations that provide opportunities for recreation, personal development, and community leadership.

The Student Government

The Student Government of Bay City Junior College gives all students an excellent chance for active participation in extracurricular activities. Keeping in mind at all times that it represents the student body, the Student Council participates with the Dean and Faculty in directing the administrative affairs of the college. Composed of four freshmen and four sophomores, elected by the Student Body at large, the Council has a real voice in the management of college affairs. With advice from the faculty, the Council supervises all student activities and also makes appropriations from the Activity Fund. The Council also selects chairmen from the Student Body for committees on student affairs.

A Cappella

The choir offers an opportunity for those who wish to sing. It sings at school functions and before the various clubs of the city.

Men's Athletics

Bay City Junior College believes that sports are a medium for physical, social, and mental development, and for those who participate as players or spectators, there is an opportunity to observe and exemplify good sportsmanship. The College feels there should be an opportunity for all to participate, so a comprehensive program of intramural athletics is planned for all men and women. For those who excel, a limited program of intercollegiate sports gives that group a chance to compete against skilled competitors. Teams compete in the Michigan Junior College Conference in the following sports: cross-country, basketball, swimming, golf, tennis, and track. This intercollegiate program gives the college students and the community where we are the only college, a chance to observe as spectators college teams in their favorite sports. This program also brings our players and students in contact with players and students of neighboring colleges, and we feel this contact to be of great value.

Women's Athletics

The women have an active program in intramural sports and intercollegiate contests. Awards are given in field hockey, bowling, basketball, volleyball, softball, and swimming.

Business Ad Club

All students enrolled in business courses are eligible for membership in this club. At monthly luncheon meetings members have the opportunity to discuss business problems with authorities in the busi-

iness fields.

Dean Willard Chess Club

As an affiliate of Bay City Junior College this club was granted a charter in 1947 by the U. S. Chess Federation. The purpose of the club is to promote the game of chess as a stimulus to mental growth. Students and faculty members are encouraged to join this club which provides an important recreational activity. It was organized to perpetuate the memory of the graduates who were killed in World War II.

Debate

All students are eligible for the Intercollegiate Debates. Junior College teams meet other Junior Colleges and the freshmen teams of four year colleges.

Dramatics

Each semester the Speech Department gives several one-act plays which are presented before the public. All J. C. students whether they are enrolled in the drama class or not may try out for these productions.

Engineers' Club

The Engineers' Club offers forum discussions in which technical students may make contact with industrial leaders of the state.

Lettermen's Club

This club brings together in a social group the letter winners from all the athletic teams. The purpose of this club is to promote fellowship and better athletic facilities in the College.

Oratory

Every year the colleges hold Oratorical contests which Junior College students may enter. A student who is interested is requested to contact the Speech Department.

Orchestra

All students playing orchestral instruments are eligible for membership in the College orchestra thus affording them an opportunity to continue playing and enjoying orchestral music. The group often gives public performances.

Phi Theta Kappa, Honor Society

The Beta Gamma Chapter of Phi Theta Kappa, national honor society for junior colleges, was established at Bay City Junior Col-

lege in 1931. Membership in the society is the highest academic honor a student can attain. The faculty annually selects, and the committee on scholarships and awards invites to membership a limited number of students of high scholarship, of distinctive helpfulness to the college, and of outstanding character and personality as revealed in contacts with fellow students and instructors.

Publications

"The Crucible" is a bi-weekly newspaper published throughout the first and second semesters by a volunteer staff supervised by a faculty sponsor. "The Crucible Annual" is issued the second semester before Commencement. Staff membership gives students the opportunity to practice newspaper writing and to study problems in connection with the publication of a school paper and a year book. The activity is open to any interested student attending Junior College.

Tetra Sci Club

The Tetra Sci Club presents an opportunity to discuss current technical subjects, to hear addresses by leaders in various professions, to tour local industrial plants, and to view technical films.

The Women's League

All women who enroll in Bay City Junior College automatically become members of the Women's League. This organization aims to foster a spirit of cooperation and friendship among the women and to promote their social and general welfare.

Outstanding in the year's program are the Fall Frolic, the Christmas Banquet, the St. Valentine's Luncheon, the Spring Banquet, and the Commencement Dance.

CONDUCT OF STUDENTS

College students are considered to have reached the age of responsibility and discretion. Their conduct shall be that of an educated American citizen. It is essential that those who take up studies in this institution devote their best efforts to the work with a full realization that their success rests on their own efforts.

ATTENDANCE

All students are expected to attend all class and laboratory meetings. Absence may be a sufficient reason for reduction of credit or expulsion from college.

GUIDANCE PROGRAM

Before the date of registration a series of Placement Examinations are given to all new students. These consist of a psychological examination and tests of scholastic aptitudes and personal interests. The results of these tests are indicated on a profile sheet which is placed in the student's folder.

Each student is assigned to a curriculum advisor in the department concerned with the course he has chosen. The advisor will interpret the Placement Examination record in conjunction with the student's scholastic record and advise him concerning the choice of courses needed for his specific objective throughout his Junior College experience.

If the student is planning to continue his education beyond our college, he will need to know quite definitely which senior college he wishes to attend in order to choose the courses which will be acceptable in transfer.

Should a student be undecided concerning his college endeavor and plans for life beyond college, trained counselors are available who will suggest vocational literature and administer additional vocational and occupational aptitude tests which will help him plan his future.

Students who expect to terminate their formal education at the Junior College level are encouraged to explore the courses which have been suggested by business and industry to fit them for future employment in the immediate community.

The college cooperates when possible in the placement of students in jobs for which they have been trained by furnishing transcripts of their work and recommendations.

ESSENTIAL INFORMATION

1. Students ordinarily register for fifteen or sixteen semester hours of work. A semester hour is usually one class hour per week for the semester. Extra hours, that is, more credit hours than are called for in the particular curriculum, may be elected only by specific approval of the curriculum adviser. Extra hours are seldom allowed a student in his first semester of residence.

2. CHANGE IN SUBJECTS. Written requests for changes of subjects approved by the adviser, the instructor, and the Dean, must be filed with the Registrar. No change should be made until final ap-

proval has been given.

3. The last date for entrance into a course is the second week of the school semester.

4a. Courses dropped before the completion of the fourth week of a semester will be recorded as "dropped".

4b. Courses dropped after the fourth week of a semester will be recorded as dropped, with a letter grade, and the notation, "no credit".

5. Withdrawals from school may be at any time. Record for withdrawn students will be handled as in 4a, or 4b above.

Entrance Requirements

ADMISSION REQUIREMENTS

Adults or out-of-school youths are eligible for admission to the Bay City Junior College and may enroll in any course or courses for which they are prepared and from which they may receive benefit.

The Bay City Junior College classifies its students into three groups, namely:

1. Transfer Students -- who wish two years of a four year college course and plan to transfer to a senior college or university.
2. Two-Year Students -- who wish only two years or less of college work.
3. Special Students -- who do not come under the above classifications.

TRANSFER STUDENTS. Applicants wishing to enroll as regular students in one of the programs of study with the intention of transferring to another institution, must be graduates of accredited high schools with an average of C or better in the academic subjects, and should be sure that their high school credits satisfy the entrance requirements of the institution of their choice. Since the entrance requirements differ for various institutions, it is the responsibility of the student to check his high school credits with the entrance requirements of the college to which he plans to transfer. Any deficiencies can be made up by taking the proper courses in Junior College. In this respect, students are urged to give special attention to college requirements in foreign languages, mathematics, and the sciences.

The Bay City Junior College has agreed to admit students under the Michigan High School -- College Agreement Plan: "The college agrees to disregard the pattern of subjects pursued in considering for admission the graduates of selected accredited high schools provided they are recommended by the school from among the more able students in the graduating class. This agreement does not imply that students must be admitted to certain college courses or curricula for which they cannot give evidence of adequate preparation."

TWO-YEAR STUDENTS. Applicants wishing to enter the General Academic curriculum or any of the semi-professional programs in trades and business will be admitted if they can present evidence of a satisfactory high school record. These students may enroll in

any program for which they appear to have adequate preparation, without reference to majors and minors.

SPECIAL STUDENTS. Students who are unable to meet the above requirements but whose records indicate the probability that they could do college work successfully may be admitted provisionally or as special students. Adults who are not high school graduates but have the experience and ability to profit from the college courses will be admitted under this classification.

Application For Admission

The student must forward, either through the high school office or direct to the Junior College office:

1. the Application for Admission,
2. the Health Report, and
3. his Photograph.
4. Veterans -- a photostatic copy of discharge papers.

The high school principal or the superintendent must forward direct to our office the Transcript of Credits and Certificate of Recommendation form.

NOTE: The necessary blanks may be obtained through your high school office, or they will be sent directly from our office on request.

Students are urged, as far as possible, to file their applications during their last semester in high school or soon after graduation.

Advanced Standing.

Students entering with credits from another college must file the regular application for admission, the health report, and the photograph. An official transcript of credits sent direct from the college will usually take the place of the high school transcript and recommendation.

REGISTRATION PROCEDURE

For registration dates see the calendar. New students whose applications have been accepted prior to registration time, and returning students, will be notified by mail when to report.

All students should complete registration before classes start. Those entering after the scheduled registration period are charged a late registration fee of \$2.00.

1. Placement examinations for all new students.
A battery of tests will be given in advance of formal registration in order to furnish the advisers with information about the student's abilities and needs. A fee of \$5.00 is charged if these tests are not taken at the time scheduled.
2. Registration will start in the college office, where the student will be given an instruction sheet and a schedule of classes.

3. Faculty advisers will confer with the students and supervise the filling out of the necessary forms.
4. Subjects.
The particular courses that a student should elect depend on his interests, the requirements of the curriculum in which he enrolls or on the special requirements of the institution to which he expects to have his credits later transferred.
5. Fees are payable as soon as the adviser has approved the student's elections. If the Partial Payment Plan is to be used, complete arrangements should be made at this time.

Scholarship Records

EXAMINATIONS AND REPORTS

Students must take all tests and examinations prescribed by instructors in various courses including a final examination.

Reports are issued to students twice each semester, at the middle of the semester and at the end.

Students whose grades are low may be brought to the attention of the appropriate administrative officer, usually the Dean of Women or the Dean of Men.

GRADES

Grades are recorded as follows:

A --- excellent; B --- good; C --- fair; D --- deficient; E --- not passed; I --- incomplete.

Incompletes and excused absences from examinations must be made up during the first month of the semester following that in which they were received.

CREDIT POINTS

Each hour of credit is valued in points as follows: A -- four honor points; B -- three honor points; C -- two honor points; D -- one honor point; E -- no honor points.

Graduation Requirements

a) Graduation from Bay City Junior College requires the completion of two years of college work.

b) Students completing sixty-two hours of credit are granted a Certificate of Graduation. Those who have earned, also, one hundred twenty or more honor points in accordance with the requirements are granted, upon recommendation of the Dean and the Superintendent of Schools, a certificate with the title of Associate in Arts, Associate in Science, or Associate in General Studies.

c) A student in an affiliation curriculum may, if he has a sufficiently high scholastic average, be graduated with less than 62 hours of credit, but in no case with less than 58. With less than 62 hours of credit, including Physical Education, it will be necessary that he have the following number of points: 61 hours, 128 points; 60 hours, 136 points; 59 hours, 144 points; 58 hours, 152 points.

d) All candidates for graduation must have completed two courses in English, one course in Political Science or American History, and have earned two credits in Physical Education (unless officially excused by faculty action). Physical Education credits must be earned in addition to the sixty hours of other work.

e) The Commencement Announcement will designate the students who are in the upper ten percent of the graduating class.

f) The candidate must have been in residence at this or another institution of collegiate rank for the equivalent of at least four semesters; he must have been in residence at this college for a regular program of work for at least the last semester of his junior college study.

Transcripts Of Credit

Students wishing transcripts of records in order to transfer from this College or for any other purpose, should make a request a week in advance of the time needed. No transcripts will be made out during the registration period.

Transcripts of credits for purposes of transfer are sent directly to the institution designated by the student. Transcripts intended for the student's own use are so indicated and are not certified as "official".

Transcripts will be issued only after the student has fulfilled all his financial obligations to the College. Each student is entitled to one certified copy of his transcript without fee.

Tuition And Other Charges

Tuition and fees are due on the date of registration each semester. However, a partial payment plan is available. Under this plan the student makes a cash payment of 50 per cent at the time of registration and files a note for the balance, payable not later than sixty (60) days from the beginning of the semester. Accounts not paid in 60 days are subject to a \$5.00 carrying charge.

*Tuition each semester (twelve or more semester hours):	
Students residing in Bay City	\$ 50.00
Students whose legal residence is not in Bay City	75.00
*Tuition for less than twelve semester hours (each semester hour)	
Students residing in Bay City	4.25
Students whose legal residence is not in Bay City	6.25
*Tuition for the Summer Session (three or more credit hours):	
Students residing in Bay City	32.00
Students whose legal residence is not in Bay City	45.00
For those students who elect less than three credit hours, the charges will be pro-rated.	
Matriculation Fee (Paid once by each student)	5.00
Activity Fee:	
Each semester, for full-time students	7.50
Each semester, for part-time students, per credit hour	.75
For short terms, per week	.75
Late Registration Fee:	2.00
Special Examination Fee (students absent from examination):	
Each special Mid-semester	1.00
Each special final	2.00
Placement Examination Fee:	
Students taking the Placement Examinations at any time other than on the date set in the calendar will be charged	5.00
Locker Rental Fee:	1.00
One-half the rental fee is returned to the student at the end of the school year.	
Cap and Gown Fee, for students who qualify for graduation	2.50
Change of Enrollment Fee (for each change in enrollment after the first week of classes, except such changes requested by administrative officers).	1.00
Auditor's Fee (each credit hour)	3.00
Persons who wish to attend classes without the responsibility of com- pleting assignments and without college credit may do so with the ap- proval of the Registrar and upon payment of the stated fee.	
Transcript of Credits, each	1.00
*NOTE: Tuition payable by school districts, townships and counties.	

General School Laws, Part II, Chapter XXI:

Sec. 5. "School districts not maintaining a junior college are hereby author-
ized by a majority vote of all electors qualified to vote at any school election to
pay the tuition cost, in whole or in part, for education of all junior college pupils

residing in such district to the nearest school district maintaining a legally established junior college, and to provide transportation to and from said junior college for junior college pupils residing in such district."

Sec. 6. "Any county and, or township by action of its governing body is hereby authorized to contribute annually not more than \$100.00 per resident pupil attending a collegiate institution to a school district maintaining such institution: PROVIDED, that whenever such contribution is made the fees charged by the said school district for collegiate instruction shall be uniform throughout the said county or township."

Laboratory Fees:

Accounting	\$ 1.00
Art	1.00
Architecture	1.50
Biology 101, 101, each	3.00
Business 57.....	5.00
Chemistry 101, 102, 103, 104, 221, each	5.00
Chemistry 105, 107, each	8.00
Chemistry 224, 225, each	10.00
Drawing 101, 102, 201, 202, 203, each	1.50
Geology 101, 102, each	2.50
Physics 101, 102, 201, 202, each	3.00
Psychology 11, 201, each	1.00
Shop 101	2.00
Typing	2.00

WITHDRAWALS, REFUNDS AND CREDITS

Students who, for some unexpected reason, are obliged to leave college within the first few weeks of the semester, may receive a refund of some portion of the tuition. Application for refunds or credits must be made through the Business Office and may be granted according to the following regulations:

1. Refunds of tuition will be granted if withdrawal is made during the first five weeks of the semester, or the first two weeks of the summer term.
2. The date of withdrawal for purpose of refund shall be the date on which application for refund is made, and not the date on which class is last attended. Hence an application for refund should be signed at once upon withdrawal. The only exception to the above shall be in cases of death or severe illness, where, upon submission of proof, a refund will be based upon the date of last attendance.
3. Schedule of refunds or credits in a regular semester:

Withdrawal:	Refund or charge canceled
before first class session	100%
during the first week	80%
between first and second weeks	80%
between second and third weeks	60%
between third and fourth weeks	40%
between fourth and fifth weeks	20%
after fifth week	None

4. Schedule of refunds or credits for the summer term:

Withdrawal:**Refund or
charge cancelled**

before first class session.....	100%
during the first week	75%
between first and second week	50%
after second week	None

INSTRUCTIONAL MATERIALS

- I. Textbooks and supplies may be purchased at reduced rates at the college bookstore. Books cost approximately \$25.00 a semester, the amount varying with the courses elected.
- II. Cash cards for the purpose of securing laboratory supplies and for paying for laboratory breakage may be purchased at \$2.00 each. Unused amounts are refunded on presentation of the card.

Scholarships AND GRANTS-IN-AID.

Grants-in-aid are given on the basis of need, and not on the basis of scholarship. Scholarships are given on the basis of need and scholarship, unless a scholarship is designated by the donor to be given on the basis of scholarship only, regardless of need.

Board of Education Scholarships.

In the spring of 1938 the Bay City Board of Education established six scholarships of fifty dollars each. These are awarded to graduates of high schools in the vicinity of Bay City and are applied to tuition, \$25.00 per semester. Each award may be continued for a second year if the holder's record during his freshman year merits such recognition.

The Dow Chemical Company Awards.

The Dow Chemical Company makes available the sum of three hundred dollars annually for award purposes. The general policy of the college is to grant one or more tuition scholarships annually and to reserve the remainder of the money for use as grants-in-aid. Grants-in-aid are given to students whose effort merits recognition and whose continuance in college depends upon some assistance.

The Industrial Brownhoist Corporation Awards.

A fund of one thousand dollars has been established by the Industrial Brownhoist Corporation for scholarships and grants-in-aid, to be awarded by our scholarship committee to worthy high school graduates of the Bay City area who wish to attend Bay

City Junior College.

Rural Teacher Award.

The Bay County Council of Parents and Teachers established in 1948 an annual grant-in-aid of twenty-five dollars. It is to be awarded to a student living in rural Bay County who is preparing for rural teaching; one who "shows high educational promise and and who needs financial assistance."

Women's League Scholarship

Two scholarships of \$25.00 a semester for the sophomore year are awarded each year by the Women's League to outstanding freshman members.

Bay County Bar Auxiliary Scholarship.

This scholarship covers one year's tuition and necessary books, and is awarded to a Bay County resident on the basis of need, character, scholarship, and general activity -- pre-legal student in the sophomore year preferred.

Bay City Council of Parents and Teachers Scholarship.

As an encouragement for qualified young people to enter the teaching profession, the Bay City Council of Parents and Teachers will make an annual scholarship award to a second-year Pre-Education student.

George E. Butterfield Scholarship Fund.

This fund, established in June 1949 in honor of George E. Butterfield, who retired after serving as Dean of the Junior College for twenty-three years, provides four tuition scholarships annually of \$50.00 each. The scholarships are open to new or returning students.

Panhellenic Scholarship.

One freshman girl's tuition is paid for one year. An additional amount may be offered some years to defray text-book expenses.

For Junior College Graduates.

The University of Michigan Public Junior College Scholarships.

In May, 1941, the Regents of the University of Michigan established a class of scholarships for the benefit of the graduates of

Junior Colleges. The number of scholarships available depends upon the enrollment of the college -- one scholarship for an enrollment of two hundred. Recommendation for the scholarship is made by a committee of the Junior College faculty.

Michigan State College Junior College Scholarships

In February 1949 the State Board of Agriculture established a number of scholarships to be awarded to public junior college graduates. One scholarship will be made available each year for every 200 students, or major fraction thereof, enrolled in each of the Michigan public junior colleges. The awards will be made for one year, covering tuition and fees, and may be renewed for a second year if the student establishes a high standard of scholarship.

State Board of Education Scholarship.

To encourage students to train for teaching in elementary schools the State Board of Education grants Teachers College scholarships to a certain number of superior candidates. Graduates of Bay City Junior College who have a B average may apply.

Private Donors.

Many private donors of scholarships are not listed in the catalogue.

Information.

The student desiring a scholarship or grant-in-aid should obtain an application from the Junior College office which should be filled out and returned.

Programs Of Study

The programs of study are divided into two main groups:

I. Two-year Vocational and Cultural Programs.

Accounting, General Academic, Semi-Professional work in Engineering and in Architectural and Industrial Drafting, Secretarial Studies, Small-Business Management, and Retailing.

These are for students who plan to complete their formal education in Junior College. The vocational programs prepare the student for direct entrance into the industrial and business world at the semi-professional level.

While the programs of study are constructed in such manner as to enable students to reach their objectives, the one year and two year programs are advisory only. Students who have particular needs, with the consent of one of the Deans, may choose any subject or pattern of subjects which seem educationally sound. Students who depart from the constructed programs of study should bear in mind that the Requirements for Graduation (page 24 (?)) must be met if graduation is desired.

Cooperative Vocational Training may be combined with any of the vocational programs. It is open to those students who are partially trained in required skills. The cooperative student spends part of his time in college and part on-the-job. The course normally follows the first year of college work, but the freshman who enters with marketable skills may enroll by special permission.

II. Transfer Programs.

These are planned to enable the student to transfer to senior colleges and technical schools with little or no loss of time.

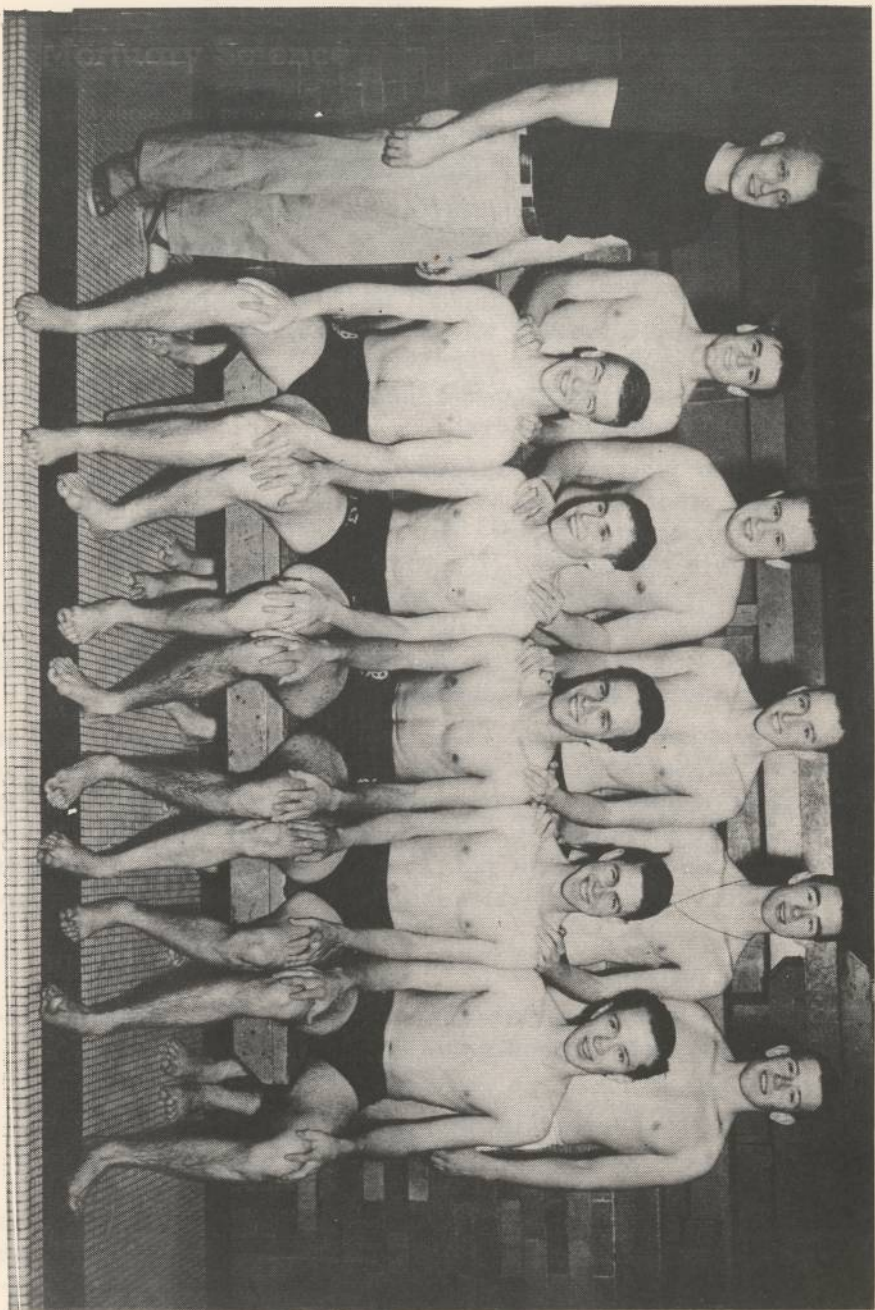
They include:

County Normal, for teaching in rural schools.

Engineering.

Liberal Arts.

Pre-professional: agriculture, architecture, and design, business administration, conservation, dentistry, dietetics, forestry, home economics, journalism, law, medical technology, medicine, nursing, pharmacy (one year), teaching, social service, and others.



1952-53 CHAMPIONSHIP SWIMMING TEAM

The division of the programs into the two groups is a matter of convenience. Students completing work in the first group with a good record often decide to continue their studies and are granted transfer credit for much of their Junior College work even though it was not planned for that purpose. On the other hand, a large part of the studies in the second group have immediate vocational value if the student finds that he cannot continue beyond Junior College.

Numbering System

1. All college transfer credit courses of the freshman year are numbered 101-199.
2. All college transfer credit courses of the sophomore year are numbered 201-299.
3. Freshman courses which may or may not be transfer credit courses are numbered 11-49.
4. Sophomore courses which may or may not be transfer credit courses are numbered 51-99.

The course number, followed by the letter a, b, or c, indicates that enrollment has been made for part of the hours of credit. The evening college uses this device to spread a course which would normally be completed in one semester over a two semester period.

Business Curricula

See courses listed under Business and also Economics in the section of "Courses of Instruction" for further explanation.

ONE-YEAR CURRICULA

These courses are designed especially for those students who can attend college for only one year. These courses will give the student the technical knowledge necessary to equip him for a position in the business field. Students completing these courses have been placed in very good business positions. The following courses are recommended:

ACCOUNTING

Advanced Accounting.....	8 hrs.	English 101 & 102 or 16 & 17....	6 hrs.
Economics 11 and 12	6 hrs.		
Electives, including cooperative vocational training	10 hrs.		

SECRETARIAL STUDIES

Economics 11 and 12	6 hrs.	Business 60	3 hrs.
English 16 and 17	6 hrs.		
Business 13	4 hrs.		
Electives, including cooperative vocational training	12 hrs.		

TWO-YEAR CURRICULA

There are excellent positions open for the college graduates in business education. The two year business curricula are designed to provide the knowledge of business practices and intellectual training for a business or administrative career. Insofar as practicable, non-essentials are eliminated, so that all of the student's time and effort may be devoted to matters of real value to him. The emphasis is upon learning, since the primary responsibility of achievement rests with the student.

MEDICAL-SECRETARIAL STUDIES

There are many job opportunities for medical secretaries in hospitals, clinics, offices of physicians and dentists, insurance offices and drug and instrument supply firms. This course is so designed that the student will build up a vocabulary of medical terms, and develop a background of business and cultural education that will enable him to handle the responsibilities that come to those employed in this field.

FIRST YEAR

First Semester		Second Semester	
English 16.....	3	English 17.....	3
Business 14	2	Business 15.....	2
Business 12.....	4	Business 13.....	4
Physiology 101.....	4	Hygiene 102	4
Mathematics 11.....	3	Elective	3
Physical Education.....	1	Physical Education	1
Total	17	Total	17

SECOND YEAR

Psychology 201	3	Elective	3
Biology 101	4	Biology 102	4
Business 60	3	Business 61	3
Accounting 11 or 13.....	3	Business 59	1
Elective	3	Political Science 101	4
Total	16	Total	15

*Students who have had equivalent courses may take electives.

BUSINESS ACCOUNTING

First Semester		Second Semester	
Economics 11.....	3 hrs.	Economics 12.....	3 hrs.
English 16	3 hrs.	English 17	3 hrs.
Accounting 11	3 hrs.	Accounting 12	3 hrs.
Mathematics 11.....	3 hrs.	Business 11	3 hrs.
Business 14*	2 hrs.	Electives	3 hrs.
Political Sciences 101.....	4 hrs.	Physical Education	

* Students who can satisfactorily pass a test in typing will not be required to take Business 14; others must complete Business 14 before graduating.

Third Semester		Fourth Semester	
Speech 221	3 hrs.	Accounting 52.....	3 hrs.
Accounting 51	3 hrs.	Accounting 53.....	2 hrs.
Accounting 54	4 hrs.	Business 53	3 hrs.
Economics 52	3 hrs.	Business 56	3 hrs.
Business 51	3 hrs.	Economics 53	3 hrs.
Electives	3 hrs.	Electives	3 hrs.

GENERAL BUSINESS

First Semester		Second Semester	
English 16	3 hrs.	English 17	3 hrs.
Economics 11	3 hrs.	Economics 12	3 hrs.
Economics 14.....	3 hrs.	Accounting 12.....	3 hrs.
Accounting 11.....	3 hrs.	Business 11	3 hrs.
Business 14*	2 hrs.	Business 54	3 hrs.
Mathematics 11	3 hrs.	Physical Education	

* Depends on ability to pass typing test.

Third Semester		Fourth Semester	
Political Science 101	4 hrs.	Business 55	3 hrs.
Speech 221	3 hrs.	Business 53	3 hrs.
Economics 51	3 hrs.	Business 52	3 hrs.
Business 51	3 hrs.	Economics 53	3 hrs.
Electives	3 hrs.	Electives	3 hrs.

There are many job opportunities for the college trained secretary. The secretary to an executive has responsibilities beyond the necessary basic skills of stenography. This course is designed to give the student not only those skills but a background of business and cultural education. It enables the secretary to handle those business details which do not need their employer's immediate attention. They develop imagination, resourcefulness, and general understanding of business practices.

First Semester

English 16	3 hrs.
Economics 11	3 hrs.
Business 12	4 hrs.
Business 14 *	2 hrs.
Accounting 13	3 hrs.
Physical Education	1 hr.

Second Semester

English 17	3 hrs.
Economics 12	3 hrs.
Business 13	4 hrs.
Business 15	2 hrs.
Business 11	3 hrs.
Physical Education	1 hr.

* Those entering with vocational skills may start at an advanced level. Depends on ability to pass tests.

Third Semester

Business 60	3 hrs.
Business 59	1 hrs.
Mathematics 11	3 hrs.
Speech 221	3 hrs.
Electives	5 hrs.

Fourth Semester

Business 57	3 hrs.
Business 61	3 hrs.
Electives	9 hrs.

* Students following the above curricula are required to complete two semesters of English before graduation.

General Academic Curriculum

In general, the student in this curriculum will be expected to distribute his elections in the various fields of study as outlined in the liberal arts curriculum: language, literature and fine arts, mathematics and science, history and social studies.

This curriculum is planned for the student who wishes to continue his general education, but who is not qualified for admission to an affiliated curriculum either because of scholastic or subject deficiencies. When he has removed the deficiencies, he may transfer to an affiliated or semi-professional curriculum.

This curriculum is also planned for students who expect to complete their formal education at the junior college level, but who have general culture rather than a vocation as their aim. Not planned for transfer credit, the curriculum allows the well qualified student a broader field of electives than is possible in the liberal arts curriculum.

Industrial Curricula

ARCHITECTURAL DRAFTING

This program is designed to meet a practical need for those preparing to take jobs in architectural offices and is indispensable for those going into building trade, or designing their own homes.

Architecture 11, 12
Art 101, 102, 105, 106
Chemistry 1
Economics 11

English 101, 102
Mathematics 102, 19
Physical Training 101, 102
Speech 101, 102

Electives (may include Cooperative Industrial Training)

ENGINEERING DRAFTING

Drawing 101, 102, 53, 201
Economics 11
English 101, 102
Mathematics 102, 19
Electives (may include Cooperative Industrial Training)

Physical Training 101, 102
Physics 1
Shop Practice 101
Speech 101, 102

SEMI-PROFESSIONAL ENGINEERING

This curriculum is for the young man who wishes to prepare himself beyond high school along various mechanical lines. It is also an excellent preparation for shop foreman or superintendent.

Chemistry 1, 106

Drawing 101

Economics 11, 12, 51

English 101, 102

Mathematics 2, 3, 18, 102

Physical Training 101, 102

Physics 1

Shop Practice 101

Speech 101, 102

Electives (may include cooperative industrial training). Additional credits in auto mechanics, machine shop; Welding and wood shop should be arranged for special occupations in industry.

NOTE: In the above industrial programs, if the student has had in high school the equivalent of a given course, he should elect an advanced course in that field or some other subject approved by his adviser.

INDUSTRIAL CHEMISTRY

This curriculum is for students who desire to spend two years in the study of chemistry and related subjects and then seek employment in the chemical field. It is understood that some of these courses may not be transferable to all senior colleges.

REQUIRED COURSES:

English 6 hours (Freshmen English or Business English)

Chemistry 4-7 hours General

4 hours Qualitative Analysis

4 hours Quantitative Analysis

6 hours Organic

Physics 8 hours of General or Engineering Physics

Political Science 4 hours

Physical Education 2 hours

Math 10 (Slide rule) 1 hour

Other Math thru Trig.

ELECTIVE COURSES: (To total 60 semester hours)

Speech 125 3 hours

Mechanical Drawing 3 - 6 hours

Psychology 4 - 8 hours

Typing 1 - 3 hours

Business Law 3 hours

Economics 3 - 6 hours (Labor Relations and Elementary Economics)

Biology 4 - 8 hours

Sociology 3 - 6 hours

NOTE: Women taking the required courses in Chemistry and Physics with sufficient business electives would find ready employment in the Chemical field.

Liberal Arts

The Liberal Arts curriculum is intended for students desiring a literary or scientific education without reference to any of the professions mentioned in the other curricula and to provide a liberal education for students unable to complete four years of college. In most colleges and universities the student is expected to get a broad education in the first two years, and to specialize somewhat in the last two years of his degree course. The requirements of the College of Literature, Science, and the Arts of the University of Michigan are typical:

In order to be admitted to concentration as a junior at the University, a student must have completed successfully sixty hours of work. Forty of these hours must be selected from five "Distribution Groups".

1. English - 6 hours
2. Mathematics or Philosophy - 6 hours
3. Humanities:
 - a. Foreign language - 8 hours
(This requirement is waived for students who enter with four years of work in a single language or two years each of work in two languages.)
 - b. Literature and fine arts - 6 - 8 hours.
4. Social sciences - 14 hours
(To include a two-semester sequence in one subject; not to include more than eight hours in one subject.)
5. Natural sciences - 12 hours
(To include a two-semester sequence in a laboratory course in one subject; not to include more than eight hours in any one subject.)

While in Junior College, the student should also take courses that are prerequisites for the field of concentration he plans to enter in the junior year.

BASIC COLLEGE -- MICHIGAN STATE COLLEGE

The attention of all students who plan to transfer to Michigan State College is directed to the MSC plan of Basic Education. At MSC each student, in all degree programs, is required to complete the four Basic College courses.

For students transferring from Junior College, Michigan State will accept as substitutes for the Basic courses credits in related subjects if the grade is C or better. The Basic courses and the acceptable substitutes follow:

A. Communication Skills (Basic 111, 112, 113)

English 101 and 102 and one speech course, preferably 221.

B. Natural Science (Basic 121, 122, 123)

Eight semester hours divided between the biological sciences (biology and physiology) and the physical sciences (astronomy, chemistry, geology, physics).

C. Social Science (Basic 231, 232, 233)

Eight semester hours in two or more of the following courses: Economics 11, 13, 14, or 201; Political Science 101 or 102; History 201 or 202; Psychology 201; Sociology 201.

D. Humanities (Basic 241, 242, 243)

Eight semester hours from two or more of the following subjects: History 101 or 102; Art 105; English 223.

In addition to the Basic courses, the student should elect courses applicable to his field of concentration as set forth in the Michigan State catalogue.

Pre-Professional Curricula

The first two years of preparation for most professions are mainly in the Liberal Arts subjects. The student should elect subjects to meet the usual group requirements. At the same time he should select subjects that will prepare him for advanced work in the specialized fields required in the particular profession. The programs outlined in the following pages are suggestive only.

They should be modified to meet the particular needs of the student and the requirements of the senior institution to which he expects to transfer. It is important that the student study carefully the bulletins of the senior colleges in making his decisions.

General Agriculture

This series is designed for students who plan to major in agricultural economics, agricultural extension, animal husbandry, farm crops, farm management, poultry husbandry, or soil science. It is set up to meet the requirements of the Basic College at Michigan State College.

Students interested in teaching vocational agriculture in Michigan should take education 85 instead of business 51 listed in the second year.

FIRST YEAR

First Semester	Second Semester
English 101 3 hrs.	English 102 3 hrs.
Biology 101 4 hrs.	Biology 102 4 hrs.
Chemistry 101 4 hrs.	Chemistry 102 4 hrs.
History 101 4 hrs.	Art 105 3 hrs.
Physical Education <u>1 hr.</u>	Physical Education <u>1 hr.</u>
16 hrs.	15 hrs.

SECOND YEAR

First Semester	Second Semester
History 201 3 hrs.	Political Science 102 4 hrs.
Economics 203 3 hrs.	Psychology 201 3 hrs.
Business 51 3 hrs.	Chemistry 222 4 hrs.
Mathematics 103 2 hrs.	Chemistry 224 2 hrs.
Speech 221 3 hrs.	Economics 204 3 hrs.
Physical Education <u>1 hr.</u>	Physical Education <u>1 hr.</u>
15 hrs.	17 hrs.

Architecture and Design

University of Michigan Architecture, Interior Design and Product Design

Architecture 101, 102	Mathematics 105, 106
Art 103, 104, 105	Physical Education 101, 102
Economics 203, 204	Physics 101, 102, or 201, 202
English 101, 102, 223	Speech 101
History 101, 102	Electives

One year credit accepted by University of Michigan.

University of Michigan Design of Information Mediums, Drawing and Painting, and for Teaching Art in High School

Architecture 101, 102	Physical Training 101, 102
Art 103, 104, 105	Speech 101
English 101, 102, 223	Language-one year
History 101, 102	Electives (see Art instructor)

University of Michigan General Design

Art 103, 104, 105	Physical Training 101, 102
English 101, 102, 223	Speech 221
History 101, 102	Electives (see Art instructor)
Language - 1 year	

Business Administration

University of Michigan

Accounting 201 and 202	8 hrs.
Economics 201 and 202	6 hrs.
English 101 and 102	6 hrs.
Languages, Literature, Speech	12 hrs.
Mathematics and Physical Sciences (inc. Math. 103)	12 hrs.
Physical Education 101 and 102	
Social Studies	6 hrs.
Electives to meet the requirements for graduation.	

Michigan State College

Courses to complete Basic Courses required by Michigan State College

Accounting 201 and 202
Economics 201 and 202
Geography 102 and 103

Business 56
Mathematics 18, 102, 103
Physical Education 101, 102

PUBLIC ADMINISTRATION

University of Michigan

Accounting 201, 202
Economics 201, 202
Mathematics 18, 103
Physical Training 101, 102
Political Science 101, 102

Psychology 201
Sociology 201
Speech 221
Electives

Michigan State College

Courses to complete Basic Courses as required by Michigan State College

Mathematics 103
Business 56
Economics 201, 202

Accounting 201, 202
Political Science 101, 102

CHEMISTRY

Major

University of Michigan

Chemistry 101, 102, 221, 222, 224	18 hrs.
English 101, 102	6 hrs.
French or German 101, 102	8 hrs.
Mathematics 105, 106	8 hrs.
Physical Education	
Physics 101, 102	8 hrs.
History and Social Studies	8 hrs.

In order to be admitted to concentration, a student must have completed successfully sixty hours of work, forty of which must be selected from the distribution requirements and must include English composition, six hours, completion of the foreign language requirement of eight hours, eight hours in the social sciences, and eight hours in the natural sciences.

CHEMISTRY

Major

Michigan State College

Chemistry 105 or (101, 102) 221, 222, 224	15-18 hrs.
German 101, 102	8 hrs.
Mathematics 105, 106, or 107, 108	8 or 10 hrs.
Physical Education	
Physics 101, 102	8 hrs.
History and Social Studies	8 hrs.
English 101, 102, Speech 125	9 hrs.

Electives from: Social studies, psychology, biology, art, etc. to satisfy basic requirements.

Bay County Normal School Curricula

These programs afford the graduate the opportunity for immediate employment in the rural schools of the state, and at the same time provide complete transfer credit on a four-year program at the state teachers colleges.

FULL-TUITION SCHOLARSHIPS are granted students who are accepted for the teacher-training (second) year, on condition that the recipient following graduation, will teach at least one year in a rural school in Michigan. Graduates receive the County Limited Teacher's certificate.

County Normal Program

Education 85, 87, 81, 89, 83.....	16 hours
English 101 and 102	6 hours
Geography 101 or Geology 101	4 hours
History (American 201) or Political Science 101.....	3 or 4 hours
Mathematics 11 (Arithmetic).....	3 hours
Music 31	2 hours
Penmanship (at training school)	-credit
Physical Education (each semester).....	2 hours
Physiology and Hygiene 101 or 102	4 hours

Electives to meet graduation requirements.

Both the curriculum above and the one following include three weeks of field work in nearby country schools. This work will be done about mid year in the student's second year.

State Limited Certificate Program

Combined Curriculum with Central Michigan College of Education. Approved by the State Board of Education.

A student completing the work outlined in the two institutions, with a better grade than C, will receive the State Limited Certificate. At least six weeks of residence at Central Michigan College are required. The involved courses and instructors at Bay City Junior College are approved by C.M.C.E. officials.

At Bay City Junior College

Art	3 hours
Education 85, 87, 81, 89, 83	16 hours
English 101 and 102	6 hours
Geography 101 or Geology 101	4 hours
History 201 or 202	3 hours
Mathematics 11 (Arithmetic).....	3 hours
Music 31	2 hours
Penmanship (at training school)	- credit
Physical Education (each semester)	2 hours
Physiology and Hygiene 101 or 102	4 hours
Political Science 101 or 102	4 hours
Sociology 201 or 202 (including rural problems)	3 hours
Electives to meet graduation requirements.	

At Central Michigan College of Education

Agriculture 101 (or approved substitute)

English 204 (Children's Literature)

If the student has Junior College credit in Children's Literature, an elective will replace English 204.

The summer work is to be taken after graduation from Junior College, and should be completed not later than the second semester.

Dentistry

University of Michigan

Biology 101, 102.....	8 hrs.
Chemistry 101, 102, 222, 224	14 hrs.
English 101, 102	6 hrs.
Physical Education.....	2 hrs.
Physics 101, 102	8 hrs.

Additional hours from the Liberal Arts College should be selected to fulfill graduation requirements. History, economics, business or social sciences are suggested.

Dental Hygiene

University of Michigan

Four-Year Degree Course

Candidates must complete with satisfactory grade sixty hours of college credit on a program that would admit them to a field of concentration leading to a degree in the College of Literature, Science and Arts. In this pre-professional training it is advisable to include Psychology 201 and Sociology 201. It is desirable that a candidate have some practical experience as an assistant in a dental office before enrolling in dental hygiene at the University.

Two-Year Course

Some students choose to attend Bay City Junior College for one year before entering the two-year University course. Their chances of being accepted into the course and of succeeding in it are considerably enhanced because of their added maturity and training.

Education

The first two years of the teacher-training programs in Michigan Colleges of Education are essentially Liberal Arts programs. Although the credits earned in the County Normal curriculum are accepted in transfer to the teachers' colleges, it is recommended that the courses in education be taken in the last two years if the student does not intend to teach before completing the four-year course. Pre-Education students will be referred to Liberal Arts advisers. In selecting the courses, the student should give attention to group requirements and to courses introductory to the fields of study in which the individual expects to teach. For admission to the School of Education at the University of Michigan, Psychology 201 and Speech 221 are recommended subjects in the sophomore year.

Engineering

The entering engineering student should present high school credits in chemistry and physics, and in mathematics through solid geometry and trigonometry. If he is deficient in any of these subjects, the student should plan a modified program with his adviser to take care of the deficiencies.

University of Michigan

FIRST YEAR

First Semester

Chemistry 105	5 hrs.
Drawing 101	3 hrs.
English 101	3 hrs.
Mathematics 105 *	4 hrs.
Physical Training 101	1 hr.
Speech 101	1 hr.

Second Semester

Chemistry 106	4 hrs.
English 102	3 hrs.
Drawing 102	3 hrs.
Mathematics 106 *	4 hrs.
Physical Training 102	1 hr.
Speech 102	2 hrs.

SECOND YEAR

First Semester

Drawing 201	2 hrs.
Economics 203	3 hrs.
Mathematics 201	4 hrs.
Physics 201	5 hrs.
Electives **	2-4 hrs.

Second Semester

Economics 204	3 hrs.
Mathematics 202	4 hrs.
Physics 202	5 hrs.
Physics 205	3 hrs.
Electives **	2-3 hrs.

Michigan State College

Credits for Basic Courses are required in the four-year program. To partially meet these requirements in Junior College, electives may replace Drawing 201, Economics 204, Physics 205, and Chemistry 106 in the preceding program.

Michigan College of Mining and Technology

A program similar to that for the University of Michigan is acceptable.

* Students lacking Trigonometry as an entrance credit will substitute Mathematics 107 and 108 respectively.

** His contemplated field of engineering and the requirements of the institution where the student expects to continue will be considered in advising these elections. Possible electives include Astronomy, English, Geology, Shop 101 or some other non-technical subjects. Further adjustment of the curriculum may, on occasion, be advised.

Agricultural Engineering

FIRST YEAR

First Semester

English 101.....	3 hrs.
Mathematics 105.....	4 hrs.
Chemistry 105.....	5 hrs.
Biology 101.....	4 hrs.
Physical Education.....	<u>1 hr.</u>
	17 hrs.

Second Semester

English 102.....	3 hrs.
Speech 102.....	2 hrs.
Mathematics 106.....	4 hrs.
Political Science 102.....	4 hrs.
Economics 11.....	3 hrs.
Physical Education.....	<u>1 hr.</u>
	17 hrs.

SECOND YEAR

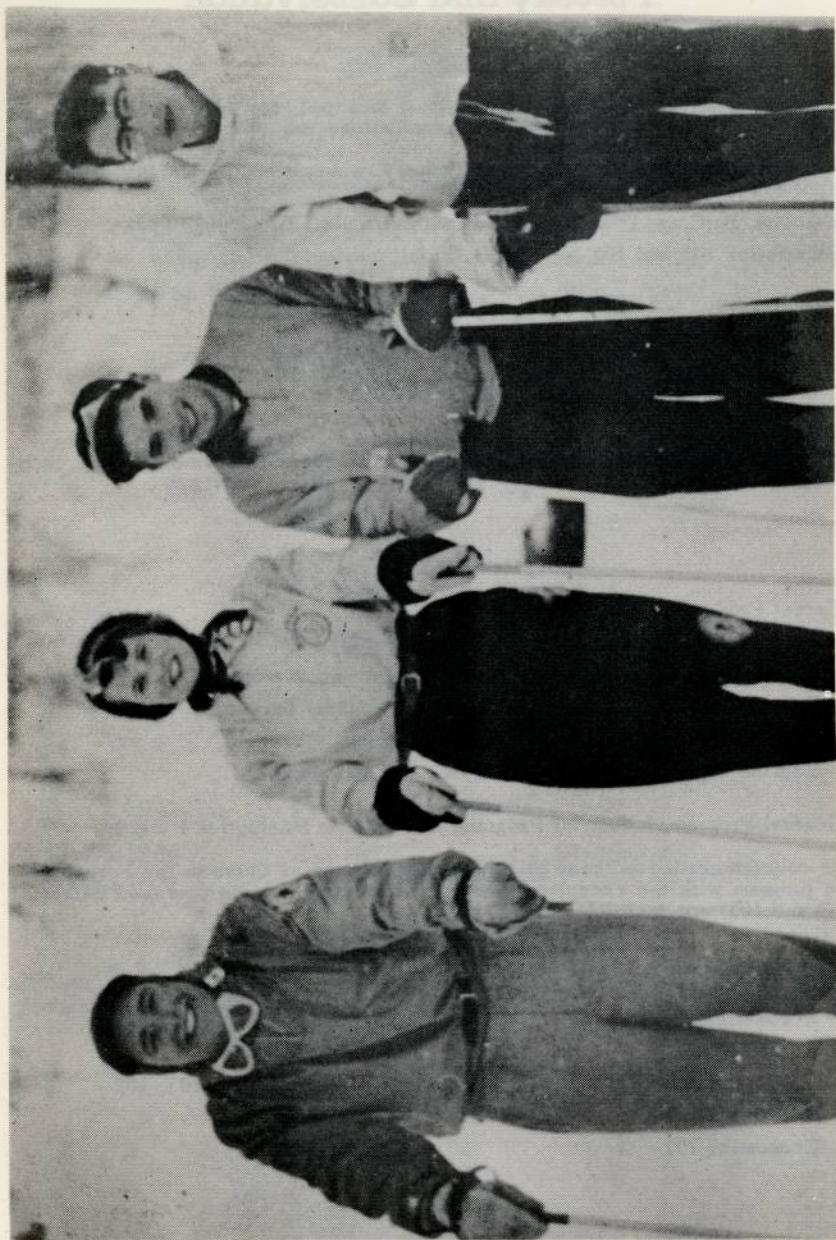
First Semester

Drawing 101.....	3 hrs.
Mathematics 201.....	4 hrs.
History 101	4 hrs.
Physics 201.....	5 hrs.
Physical Education.....	<u>1 hr.</u>
	17 hrs.

Second Semester

History 202.....	3 hrs.
Mathematics 202	4 hrs.
Art 105.....	3 hrs.
Physics 202.....	5 hrs.
Physical Education.....	<u>1 hr.</u>
	16 hrs.

Mathematics 107 and 108 should be taken during the first year instead of mathematics 105 and 106 if the student has not had trigonometry.



THE SKI CLUB IN ACTION

Forestry and Conservation

Michigan State College

Forestry, Forest Products, Land and Water Conservation, Park Management and Municipal Forestry, Fisheries and Wildlife.

Basics A, B, C and D are required in all curricula.

Mathematics 101 and 102 are required in all curricula.

Courses required in some, but not all, of the curricula:

Chemistry 101, 102

Geology 101, 102

Drawing 101

Physics 101, 102

English 221

For additional courses required or recommended for the above-mentioned curricula, see the Michigan State College catalog or consult your advisor.

University of Michigan

Forest Production Program:

Biology 101, 102

Geology 101

Chemistry 101

Mathematics 18, 102

Drawing 101

Physical Training 101, 102

Economics 203

Physics 101

English 101, 102

Sociology 201

General Program, Industrial Program, and Wildlife Production Program.

The courses needed in these programs are the same as those in the Forest Production program with the exception that additional Mathematics courses (Mathematics 103 and 105) are desirable.

Wood Technology Programs:

Accounting 11

English 101, 102

Art 103

Mathematics 105

Chemistry 101, 102

Physical Training 101, 102

Drawing 101, 102

Physics 101, 102

Economics 201

Sociology 201

Home Economics

Michigan State College

In addition to the completion of Basic College credits, a general background in liberal arts will satisfy the transfer requirements in home economics to Michigan State.

The following courses are suggested as useful preparation in this field:

Psychology 201, 202

Political Science 101, 102

Physiology 101, 102

Speech 221 (or 25)

Sociology 101

Art 101

Hotel Management

Michigan State College

The following courses are required:

Basic College courses

Chemistry 101 (or 103) and 102

Economics 201 and 202

Accounting 11 and 12

The following are recommended:

Psychology 201 and 202

Economics 51 - Labor Economics

Mathematics 18 - Intermediate Algebra

Business 53 - Marketing

Business 56 - Statistics

Journalism

University of Michigan

During the first two years of the journalism program, the student must meet the distribution requirements of the Liberal Arts program. As electives, he should choose courses which will give him background for his work in journalism. Recommended courses are:

History 101, 102

Political Science 101, 102

Biology 101, 102

Economics 201, 202

Journalism 201, 202

Sociology 201

Michigan State College

Credits for Basic Courses

Political Science 101, 102

Economics 201, 202

History 201, 202

Journalism 201, 202

Since course requirements vary with specific journalism programs at Michigan State, the student should check the MSC catalogue before electing courses outside the list given above.

Law

FIRST YEAR

First Semester

English 101
History 101
Mathematics, or a laboratory science
Physical Training 101
Elective, such as Geography 101

Second Semester

English 102
Foreign language
History 102
Mathematics, or a laboratory science
Physical Training 102
Elective, such as Geography 102

SECOND YEAR

First Semester

Economics 201
English 223
History 201
Mathematics, or a laboratory science
Political Science 101
Electives, such as
 English 221,
 Geography 201,
 Psychology 201,
 Sociology 201,
 Speech 221,
 Speech 223

Second Semester

Economics 202
English 224
History 202
Mathematics, or a laboratory science
Political Science 102
Electives, such as
 English 222,
 Geography 202,
 Psychology 202,
 Sociology 202,
 Speech 222,
 Speech 224

Medical Technology

University of Michigan

FIRST YEAR

First Semester

English 101	3 hrs.
Chemistry 101	4 hrs.
Foreign Language 101	4 hrs.
Mathematics 102	2 hrs.
Physical Education 101	1 hr.
Elective	<u>2 or 3 hrs.</u>

16 or 17 hrs.

Second Semester

English 102	3 hrs.
Chemistry 102	4 hrs.
Foreign Language 102	4 hrs.
Mathematics 103	2 hrs.
Physical Education	1 hr.
Elective	<u>2 or 3 hrs.</u>

16 or 17 hrs.

SECOND YEAR

Physics 101	4 hrs.
Chemistry 221	4 hrs.
Social Studies	4 hrs.
Elective	<u>4 hrs.</u>

16 hrs.

Biology 101	4 hrs.
Chemistry 222 and 224	6 hrs.
Social Studies	4 hrs.
Elective	<u>3 or 4 hrs.</u>

17 or 18 hrs.

Medical Technology

Michigan State College

FIRST YEAR

First Semester

English 101	3 hrs.
Biology 101	4 hrs.
Social Science 101	4 hrs.
Chemistry 101	4 hrs.
Physical Education	<u>1 hr.</u>

Total 16 hrs.

Second Semester

English 102	3 hrs.
Biology 102	4 hrs.
Social Science 102	4 hrs.
Chemistry 102	4 hrs.
Physical Education	<u>1 hr.</u>

Total 16 hrs.

SECOND YEAR

Plans for the second year depend upon the type of Medical Technology program to be completed at Michigan State College.

Medical Technology

Wayne University

FIRST YEAR

First Semester

English 101	3 hrs.
Chemistry 101	4 hrs.
History 101	
Political Science 101	4 hrs.
German or French	4 hrs.
Physical Education	<u>1 hr.</u>

Total 16 hrs.

Second Semester

English 102	3 hrs.
Chemistry 102	4 hrs.
Biology 101	4 hrs.
German or French	4 hrs.
Physical Education	<u>1 hr.</u>

Total 16 hrs.

SECOND YEAR

First Semester

English 223	3 hrs.
Chemistry 221	4 hrs.
Social Studies (History, Sociology or Economics) ...	3 hrs.
Physics 101	4 hrs.
Elective	<u>3 hrs.</u>

Total 17 hrs.

Second Semester

English 224	3 hrs.
Chemistry 222	4 hrs.
Chemistry 224	2 hrs.
Social Studies	3 or 4 hrs.
Physics 102	<u>4 hrs.</u>

Total 16 - 17 hrs.

Medical Technology

Bay City Mercy and Saginaw General Hospitals

FIRST YEAR

First Semester

English 101	3 hrs.
Chemistry 101	4 hrs.
Biology 101	4 hrs.
Mathematics 18 or 102	2 hrs.
Physical Education	1 hr.
Elective	<u>2 or 3 hrs.</u>

16 or 17 hrs.

Second Semester

English 102	3 hrs.
Chemistry 101	4 hrs.
Biology 102	4 hrs.
Mathematics 102 or 103	2 hrs.
Physical Education	1 hr.
Elective	<u>2 or 3 hrs.</u>

16 or 17 hrs.

SECOND YEAR

First Semester

Chemistry 221	4 hrs.
Physics 101	4 hrs.
Electives	<u>8 hrs.</u>
	16 hrs.

Second Semester

Chemistry 222 and Chemistry 224...	6 hrs.
Physics 102	4 hrs.
Electives	<u>6 hrs.</u>
	16 hrs.

THIRD YEAR

The third year may be taken at any Approved School of Medical Technology, including Bay City Mercy and Saginaw General Hospitals.

Medicine

University of Michigan

FIRST YEAR

First Semester

English 101.....	3 hrs.
Chemistry 101.....	4 hrs.
Foreign Language	4 hrs.
Biology 101	4 hrs.
Physical Education	

Second Semester

English 102	3 hrs.
Chemistry 102	4 hrs.
Foreign Language	4 hrs.
Biology 102	4 hrs.
Physical Education	

SECOND YEAR

Chemistry 221	4 hrs.
Physics 101	4 hrs.
Social Science	4 hrs.
Mathematics 102	2 hrs.
Elective	4 hrs.
(Social Science)	

Chemistry 222	4 hrs.
Physics 102	4 hrs.
Social Science	4 hrs.
Mathematics 105	4 hrs.
Chemistry 224	2 hrs.

Medicine

Wayne University

FIRST YEAR

First Semester

English 101 3 hrs.
Chemistry 101.....4 hrs.
Biology 101.....4 hrs.
Foreign Language 4 hrs.
 (Latin, French, German
 or Spanish)
Physical Education

Second Semester

English 102.....3 hrs.
Chemistry 102.....4 hrs.
Biology 102.....4 hrs.
Foreign Language..... 4 hrs.
Physical Education

SECOND YEAR

Chemistry 221..... 4 hrs.
Physics 101..... 4 hrs.
Electives..... 8 hrs.

Chemistry 222.....4 hrs.
Physics 102..... 4 hrs.
Chemistry 224..... 2 hrs.

Electives 6 hrs.

Electives preferred: Mathematics through calculus, additional work in English, as much work as possible in sociology, economics, and government.

Mortuary Science

The first two years of a three year program at Wayne University.

FIRST YEAR

First Semester	Second Semester
English 101.....3 hrs.	English 102.....3 hrs.
Chemistry 101.....4 hrs.	Chemistry 102.....4 hrs.
Biology 101.....4 hrs.	Mathematics 11.....3 hrs.
Economics 11.....3 hrs.	Economics 12.....3 hrs.
Physical Education	Electives.....3 hrs.
	Physical Education
14 hrs.	16 hrs.

SECOND YEAR

First Semester	Second Semester
Sociology 201.....3 hrs.	Chemistry 222.....4 hrs.
Speech 221.....3 hrs.	Speech 222.....3 hrs.
Accounting 11.....3 hrs.	Psychology 201.....3 hrs.
English 223.....3 hrs.	Business 11.....3 hrs.
Electives.....2 or 3 hrs.	Accounting 12.....3 hrs.

This curriculum meets the educational requirements for a funeral director's license, under the present law, as set forth by the State Board of Embalmers and Funeral Directors of the Michigan Department of Health.

Music

This curriculum is designed for students who expect to teach music in the public schools after completing two more years of college elsewhere. They are required to take English 101 and 102 and Music (Theory) 101, 102, 201, and 202. Students who intend transferring to Michigan State College must complete the Basic requirements of that school. The requirements of the University of Michigan in applied music may be met at Junior College, and hours should be arranged with Mr. Cady and Mr. Cramer.

Students should consult the bulletins of the school to which they expect to transfer for details of their specific programs.

Nursing

Preparation for Three-Year Course

Some students prefer to study one year at Junior College before entering an accredited Hospital School of Nursing. The college subjects studied give excellent background for the professional courses. The program recommended includes:

Biology 101	Psychology 201
Chemistry 101, 102	Physical Education
English 101, 102	Physiology 101, 102

Electives may be taken according to student interest.

University of Michigan
Wayne University

Four-Year Degree Program

The following program is recommended for the first year. Students must transfer after one year at Bay City Junior College and begin work at the University of Michigan or Wayne University the following summer.

Biology 101	Psychology 201
Chemistry 101, 102	Physical Education 101, 102
English 101, 102	

Electives from the following: Biology 102, Foreign Language, Hygiene 102, History, Political Science, Speech.

Michigan State College
Four-Year Degree Program

The following program is recommended for the first year. Students must transfer after one year at Bay City Junior College and begin work the following summer.

First Semester	Second Semester
English 101..... 3 hrs.	English 102..... 3 hrs.
Speech 221..... 3 hrs.	Physiology 102..... 4 hrs.
Chemistry 101..... 4 hrs.	Chemistry 102..... 4 hrs.
Geology 101..... 4 hrs.	Psychology 201..... 3 hrs.
Physical Education..... 1 hr.	Physical Education..... 1 hr.
15 hrs.	15 hrs.

Pharmacy

University of Michigan

Biology 101, 102	8 hrs.
Chemistry 101, 102	8 hrs.
English 101, 102	6 hrs.
Mathematics 102	2 hrs.
Physical Training 101, 102	
Electives from Economics 203 or 204; French; German; Physics or related subjects.	

Ferris Institute

First Semester

Chemistry 101	4 hrs.
English 101	3 hrs.
Biology 101	4 hrs.
Mathematics 103	2 hrs.
Physiology 101	4 hrs.
Physical Education	<u>1 hr.</u>

18 hrs.

Second Semester

Chemistry 107	5 hrs.
English 102	3 hrs.
Biology 102	4 hrs.
Mathematics 102	2 hrs.
Physiology 102	4 hrs.
Physical Education	<u>1 hr.</u>

19 hrs.

The Michigan Board of Pharmacy allows only one year of advance credit from a non-pharmacy college. However, a student who presents additional credits in transfer will not be required to repeat the course.

Police Administration

Michigan State College

Credits for Basic Courses:

Chemistry 105 (or 101-102) 222	Psychology 201
Economics 203, 204	Sociology 201
Physical Training 101, 102	Political Science 101

Electives from: Accounting, Chemistry, Foreign Language, Geography, History, Literature, Mathematics, Physics, Political Science, Speech.

Social Service

University of Michigan

Economics 201, 202

English 101, 102

Physical Training 101, 102

Political Science 101, 102

Psychology 201, 202

Sociology 201, 202

Speech 221

Electives to complete requirements for graduation. Care should be taken to meet the Distribution Group requirements.

Michigan State College

Credits for Basic courses:

Business 11

Economics 203, 204

Mathematics 18

Physical Training 101, 102

Political Science 101, 102

Psychology 201

Sociology 201, 202

Electives

Air Transportation

Many opportunities are open in the expanding industry of Air Transportation for both men and women. Advisers in Bay City Junior College can provide information regarding the various lines of work for which a student may prepare, and will assist in planning a suitable preparatory program of studies. Fields of opportunity include: accounting and finance, communications, engineering, general office work, flight dispatching, maintenance, meteorologist, personnel, pilot, purchasing, reservations, stewardess, supply, traffic.

Airline Hostess Curriculum

This program is a two-year course, which must be followed by a short, intensive training of a few weeks either at a school operated by an airline or by a school specializing in airline operations.

PHYSICAL QUALIFICATIONS

Candidates must meet physical requirements of special airlines by which they are employed. In general, they include:

Age: 21-27 years
 Weight: 130 lbs. maximum
 Height: 5'2" - 5'8"
 Personality: Pleasing
 Eyes: 20-30 or better

EDUCATIONAL QUALIFICATIONS

Preferably two years of college. Girls who have completed two years at Bay City Junior College may pursue a third year elsewhere if they wish.

SUGGESTED CURRICULUM

FIRST YEAR

English	6 hours
Speech	6 hours
First Aid	2 hours
Business Statistics 56	3 hours
Geography 102	4 hours
Typing	2 - 4 hours
Physical Education	2 hours
Elective	6 hours
Total	31 hours

SECOND YEAR

Meteorology	3 hours	Psychology 201-202	6 hours
Navigation	3 hours	Accounting 11-12	6 hours
Elective	6 hours	Office Machines	3 hours
Total	29 hours	Filing 59	2 hours

Students who have had one or more years of typing in high school need not take typing. These are suggested electives, all of which are required at some colleges.

Aviation Physics 101	3 hours
Sociology 201	3 hours
Political Science 101	4 hours
Business English 16	3 hours
Salesmanship 55	3 hours
Physiology 101-102	8 hours

AIRLINE OFFICE TRAINING

Students who wish to specialize in reservationist or office work should choose electives from the following

- Business Law
- Filing
- Machine Calculation
- Accounting
- Typing
- Marketing
- Shorthand
- Transcription

Veterinary Medicine Curriculum

The Veterinary course is now six years in length. Students are advised to follow the outline of courses indicated for the pre-professional years in the Michigan State College Catalog. The following outline is set up to meet the requirements of the Basic College at Michigan State College also.

FIRST YEAR

First Semester

English 101	3 hrs.
Biology 101	4 hrs.
Political Science 101	4 hrs.
Chemistry 101	4 hrs.
Physical Education	<u>1 hr.</u>
	16 hrs.

Second Semester

English 102	3 hrs.
Mathematics 102	2 hrs.
Mathematics 103 or 18	2 hrs.
Chemistry 102	4 hrs.
Elective	4 hrs.
Physical Education	<u>1 hr.</u>
	16 hrs.

SECOND YEAR

First Semester

History 101	4 hrs.
Speech 221	3 hrs.
Speech 25	1 hr.
History 201	3 hrs.
Physics 101	4 hrs.
Physical Education	<u>1 hr.</u>
	16 hrs.

Second Semester

Art 105	3 hrs.
Sociology 201	3 hrs.
Physics 102	4 hrs.
Chemistry 222	4 hrs.
Chemistry 224	2 hrs.
Physical Education	<u>1 hr.</u>
	17 hrs.

COURSES OF INSTRUCTION

The college reserves the right not to offer a course unless there is a reasonable number wishing to elect it.

ACCOUNTING

Part credit for graduation may be earned under the subtitles of Ia, Ib, Ic, etc., each representing one hour of credit. For transfer purpose the entire course is considered the unit.

11. Accounting Principles (1)

This course is a study of the fundamental principles of accounting. The subject matter includes debit and credit, classification of accounts, underlying principles of the various accounting records, controlling accounts, books of original entry (including special journals) and ledgers, statements and closing procedure. Laboratory work in the form of problems and sets will be provided. Five hours in class per week.

Three hours credit.

Each Semester.

12. Accounting Principles (2)

Prerequisite: Course 1 or one year of bookkeeping in high school.

This course is a continuation of the first course but in cases where the same subjects are studied, the analysis is carried into greater detail. The subject matter includes: records and accounts peculiar to a corporation, elements of manufacturing accounts, valuation of assets and liabilities in balance sheet, nature of reserves and surplus, accounting for sinking funds, problems relating to profit and loss statements branch store accounting and cash journal arrangements. Ample problems and practice sets will be provided. Five hours in class per week.

Three hours credit.

Each Semester.

13. Applied Accounting.

Suggested for Secretarial Majors.

This course in the fundamentals of bookkeeping is designed for secretaries, receptionists and general office clerks. It includes the use of actual business papers and practice sets applicable to a mercantile business. 5 hours in class per week. Day and Evening.

Three hours credit.

Each Semester.

51. Auditing Theory and Procedure.

Prerequisite: Course 12 or two years of bookkeeping in high school or consent of instructor.

The principles and procedure with reference to auditing will be studied, giving special attention to the balance sheet audit, the detailed audit, and special investigations. Sufficient practice work is provided, including theory problems, auditing problems, an audit case, and two audit projects. Questions and problems selected from CPA and AIA examinations. Five hours in class per week.

Three hours credit.

Each Semester.

52. Federal Tax Accounting.

Prerequisite: Course 12 or consent of instructor.

A study of Federal taxation including income tax, capital stock tax, excess profits tax, estate tax, gift tax, and excise taxes. Sufficient questions, problems, and reports are provided for a complete interpretation of federal tax laws. Five hours in class per week.

Three hours credit. Each Semester.

53. Social Security and Payroll Accounting.

Prerequisite: Course 12 or consent of instructor.

A study of Federal Social Security laws and State Unemployment Compensation laws. Questions, problems, and reports sufficient for interpretation and application of these laws to business are provided. Special attention to payroll records necessary to provide information for Federal and State returns. Three hours in class per week.

Two hours credit. Each Semester.

54. Cost Accounting.

Prerequisite. Course 12 or consent of instructor.

Cost accounting is studied in its relation to factory accounting. Its purpose is to classify in detail cost of production. It discloses inefficiency and indicates the profit or loss on each kind of goods or job. A study is made of departmental process, sequential and job costs, cost records, procedure, reports, and distribution of burden. Ample practice in these CPA problems is provided, together with a cost project. Five hours in class per week.

Four hours credit. Each Semester.

201. Principles of Accounting 1.

This course presents the underlying concepts and relationships in terms of the basic statement and a complementary scheme of skeleton accounts. It deals with the accounting procedure, with emphasis on periodic summarizing, and concludes with the preparation of simple statements from the records. Six hours in class per week.

Four hours credit. First Semester.

202. Principles of Accounting 2.

Prerequisite: Course 201.

This course emphasizes problems of credit, valuation, and income measurements in connection with cash, current receivables, merchandise, manufacturing accounts and fixed assets. The work sheet, partnership accounts and problems, accounting peculiar to the corporate form of organization and an analysis and interpretation of financial statements are the principal topics considered. Six hours in class per week.

Four hours credit. Second Semester.

ARCHITECTURE

101. Architectural Projections (U. of M., A. 1)

Prerequisite: Must be preceded or accompanied by Mathematics 19 or its equivalent.

Simple projection as applied to plans, sections, and elevations; intersections and developments.

Two Hours Credit. Three two-hour periods per week.

102. Graphics (U. of M., A. 2)

Prerequisite: Architecture 101 or equivalent.

Architectural perspective and shades and shadows.

Two hours credit.

Three two-hour periods per week.

11. Architectural Details

Prerequisite - none

Elements of planning and construction for small homes in masonry and frame construction. Lettering, symbols and conventions, footings, foundations, windows, doors, cornices, stairs, etc. Specifications and cost estimates. An architectural scrapbook will be kept.

Three hours credit.

First Semester

Three two-hour periods per week.

12. Small Home Planning.

Prerequisite - Architecture 11.

Development of plans for a small home of frame or masonry construction containing plot plan, basement plan, floor plans, elevations, typical wall section, details, specifications, perspective, and cost estimate. Written term report.

Three hours credit.

Second Semester

Three two-hour periods per week.
Day and Evening

ART

101. Elementary Art (Freehand drawing)

A beginning course in Art designed for all students interested in experimentation and creative expression in various art media and materials including pencil, pen and ink, and wash. An orientation course aimed to furnish a basic background with introduction to perspective and rendering.

Three hours credit.

Each Semester

Six hours of class work per week.

102. Drawing and Composition

Prerequisite: Art 101 or its equivalent.

This course aims to give the student further understanding of composition and to develop creative ability in drawing of all types. Problems using various media with emphasis on charcoal.

Three hours credit.

Each Semester

Six hours of class work per week.

103. Introductory Art (U. of M. Drawing 11)

The fundamentals of representation and composition studied through the drawing of simple forms in line and value. Creative as well as correct drawing. Six hours of class work per week.

Two hours credit.

Each Semester.

104. Introductory Art (U. of M. Drawing 12)

Prerequisite: 103.

The representation of form with emphasis on values, textures and composition. Problems using charcoal. Six hours of class work per week.

Two hours credit.

Each Semester.

105. History of Western Art.

A general survey of the history of Western Art from periods of the cavemen to modern times, dealing with outstanding masterpieces and representative artists selected for presentation to illustrate high points of artistic expression in these main periods: Egyptian, classical Greek, Roman, Romanesque, Gothic, Renaissance, baroque, neo, classicism, romanticism, impressionism, expressionism, and modern ab-

stract art.

Three hours credit.

Second Semester only. 3 hours of lecture per week.
Day and Evening

106. Introduction to Design

Creative organization involving the basic elements of design: line, form, space, value, color and texture, experienced through ample materials in two and three dimensions. The aim is to develop a sense of design in the student, using abstract approach.

Four hours credit.

Each Semester.

8 hours of classwork per week.

107. Introduction to Color.

Prerequisite Art 106.

Through exploration and experiment in the field of color.

Four hours credit.

Each Semester.

8 hours of classwork per week.

11. Art Education (Elementary Grades)

A course designed for County Normal students and other prospective teachers. Introduction to art teaching in our present social order. Development of the ability to stimulate the interest of children and to understand the art merit of this expression. Experiments in materials and mediums of their grade level.

Three hours credit.

Each Semester.

6 hours of classwork per week.

12. Art Education (Intermediate Grades).

Prerequisite Art 11.

This course is designed as above but for further experiment in materials and mediums.

Three hours credit.

Each Semester.

6 hours of classwork per week.

13. Commercial Design.

Prerequisite: Art 101, 102.

Experimentation and study of commercial design. Lay outs, creative design, modern techniques, and air brush work.

Three hours credit.

Each Semester.

6 hours of classwork per week.

14. Advanced Design.

Prerequisite: Art 101, 102 or Art 13.

Creative application of design principles in the field of interior design, dress design or architectural design. Individual expression stressed.

Three hours credit.

Each Semester.

6 hours of classwork per week.

15. Drawing and Painting.

Prerequisites: Art 101, 102.

Experimentation in water color, oil and various media, stressing techniques, composition and color.

Three hours credit.

Each Semester.

6 hours of classwork per week.

51. Advanced Drawing and Painting.

Prerequisite: Art 15.

A practical course of art study designed to develop skill in drawing and painting. Still life and landscape in water color and oil.

Three hours credit.

Each Semester.

6 hours of classwork per week.



MEMBERS OF THE WOMEN'S LEAGUE SELECTING FLOWERS
FOR THEIR ANNUAL HIGH SCHOOL SENIOR TEA.

NOTE: Courses 15 and 51 recommended to special students interested in Art as a hobby.

BIOLOGY

19. Community Biology.

This course includes such topics as the following: cause and control of communicable diseases, health organizations, disinfectants, nutrition and personal hygiene. This course is designed as a practical rather than theoretical approach to biology.

Two hours credit.

Either Semester.

101. Zoology.

Principles of Animal Biology. The course aims to build up in the minds of students the fundamental conceptions underlying all life phenomena. The structure, classification, physiology, environmental relations, and the origin and development of animals are studied. Illustrations and application of the scientific method are made. The course is basic training for certain special fields as pre-medicine, pre-dentistry, pre-nursing, pre-forestry, and physical education. Should be preceded by high school biology. Two hours of lecture and recitations and six hours of laboratory work per week.

Four hours credit.

First Semester.

102. Botany

This course should be preceded by Biology 101, 102 or satisfactory work in high school biology.

Elements of Botany. The course deals with the structure and physiology of seed plants; but all groups of plants are studied in their place in the evolution of the plant kingdom. Special emphasis is placed on the study of bacteria in their relation to health and industries and to the economic importance of other plants. Should be preceded by high school biology. Two hours of lecture and recitations, and six hours of laboratory work per week.

Four hours credit.

Second Semester.

103. Zoology.

A course covering the principles of animal biology for students who have not studied biology in high school. Students completing Biology 103 may elect Biology 102 the following semester. Two hours of lecture and six hours of laboratory work per week.

Four hours credit.

BUSINESS

11. Business Organization.

The organization of business enterprises, forms of organization. The consideration of questions concerning promotion, procedure and personnel, and of marketing.

Three hours credit.

Second Semester

Three hours in class per week.

12. Shorthand 1.

The Gregg Simplified Functional Method texts will be used. The first half of the semester covers the fundamentals of shorthand, builds a high reading speed, and dictation skill from practiced material. The second half of the semester is devoted entirely to building a vocabulary over a wide range of businesses and to gaining dictation skill through previewed dictation of new material which is keyed to the vocabulary of the home assignments. All transcription is in longhand.

Four hours credit.

First Semester.

Five hours in class per week.
Day and Evening.

13. Dictation and Transcription.

Prerequisite: Business 12 and Business 14.

One hour a day is spent in dictation and one hour a day is spent in transcription at the typewriter. The dictation period will be spent in taking sufficient previewed dictation to utilize the hour of transcription, speed practice for building a higher dictation speed, remedial practice to correct errors in written English in transcription, and proofreading and evaluation practice. The transcription period will be devoted to transcribing the day's dictation and to developing efficient transcription techniques. Home assignments will aim to build a broad vocabulary and further to develop shorthand skill.

Goals will be minimum transcribing speeds of 20 words a minute on material dictated at a minimum of 100 words a minute.

NOTE: Students with one or more years of shorthand prior to entry to Junior College should start with this course, unless a placement test shows that they have all the proficiency specified above.

Four hours credit.

Second Semester.

Five hours in class per week.
Day and Evening.

14. Typewriting 1.

Designed to meet the needs of those who wish typewriting skill for personal use at home or in college personal use, for use in their professional life, and for use vocationally in offices. A minimum cruising speed of 25 words per minute on all types of manuscript, rough draft, letter, and tabulated material should be attained. Considerable practice is given on letters and tables. Demonstration of ability to compose rough draft material, edit the copy, and type final manuscript with title page, footnote references, and bibliography will be required by the typing of a paper on some phases of typewriting. A minimum facility in straight copy typing is acquired in the first three weeks. The emphasis in the course is in learning HOW TO USE THE MACHINE EFFICIENTLY AS A TOOL, in both personal and professional life.

Two hours credit.

Each Semester.

Four hours in class per week.
Day and Evening.

15. Typewriting 2.

Prerequisite: Credit in Typewriting 14 or its equivalent as evidenced by a placement test.

Definite vocational training for the general business, accounting and secretarial student is the aim of this course. Emphasis is placed on careful planning of work, on methods of handling materials, and machine to get high production, and on proof-reading and evaluating work. The following units of work are covered:

1. Letter production.
2. Tabulated materials.
3. Project involving typing of letters, envelopes, file cards, checks, drafts, notes, labels, payrolls, minutes, legal documents, specifications.
4. Rough draft and statistical typing.
5. How to use duplicating machines.
6. How to use transcribing, dictating, and shaving machines.
7. Drills to increase manipulative skill at the machine and at the same time improve handling of English fundamentals.

Two hours credit.

Each Semester.

Four hours in class per week.
Day and Evening.

51. Business Law.

A study of contracts, including with their general laws, their formation and interpretation and their discharge with remedies. The nature and formation of agreement, the duties and liabilities arising out of agency.

Three hours credit.

First Semester.

Three hours in class per week.

52. Business Law.

Prerequisite Business 51.

Bailments and the law of sales of personal property; the laws of negotiable instruments; the laws relating to business units, including partnerships and corporations.

Three hours credit.

Second Semester.

Three hours in class per week.

53. Marketing.

The general field of marketing and distribution of products, marketing functions, methods of middlemen, marketing analysis, the determination of market prices, recent developments in marketing, and forces underlying marketing of the various types of commodities.

Prerequisite: Economics 11 and 12, or the consent of the chairman of the department.

Three hours credit.

Second Semester.

Three hours in class per week.

54. Advertising.

A study of the fundamental problems and principles of advertising, including types of advertising, copy, production media, machinery of advertising and the evaluation of advertising media.

Three hours credit.

Second Semester.

Three hours in class per week.

55. Salesmanship.

In this course emphasis is given to sales methods and their management. Installment selling, agencies, mail order selling, chain stores, advertising practices, and the psychology of advertising are major topics, illustrative of the subject matter in this course.

Three hours credit.

Second Semester.

Three hours in class per week.

56. Business Statistics.

Particular emphasis is placed on the way in which the different statistical techniques are employed in business. Problems based on real situations are studied.

Three hours credit. Second Semester. Three hours in class per week.

57. Business Machines.

The objective of this course is to give the student a working knowledge of the fundamental principles involved in the operation of the following types of office machines: key-driven calculators, crank-driven calculators, full-keyboard adding listing machines, the mimeograph, and the fluid duplicator.

Two hours credit. Each Semester. Six hours in class per week.
Day and Evening

59. Records Management and Filing.

This course will emphasize the importance of filing as a basic tool of management. Such factors as the equipment and supplies needed, the issuing and controlling of the records, transfer and disposal of records will be considered. The student will be given a practical working knowledge of the various systems of filing, indexing, and coding.

One hour credit. Each Semester. One hour in class per week.

60. Dictation and Transcription.

Prerequisite: Business 13 and English 16.

A continuation of Business 13. Emphasis in this advanced course will be on the development of further shorthand skill to handle more difficult vocabulary, to increase both the speed of dictation and the length of the dictation period, to increase the transcription period, and to increase the percentage of mailable transcripts. Dictation will cover a wide range of vocabularies and congressional record material. Industrious students will find themselves qualified to handle almost any dictation situation.

Three hours credit. Each Semester. Three hours in class per week.

61. Business Practice.

Prerequisite: Business 15(or equivalent) and English 16 or 17.

Business practice is recommended for all business students as a finishing course and for coordinating the specialized skills and knowledges acquired in the accounting, general business, and secretarial curricula. The laboratory exercises cover the work done in the mailing, stenographic, central filing, duplication, statistical, purchasing, sales, accounting and executive departments of a typical business office. These presuppose a knowledge of the skills involved in typewriting and the first course in business communications. Lecture and discussion sessions will cover such topics as flow of work in a department, salary and promotional opportunities, training and skills needed for specific jobs, desirable personality traits and attitudes, telephone techniques, and the job-finding and job-holding campaign.

Three hours credit. Second Semester. Three hours in class per week.

CHEMISTRY

101. General and Inorganic Chemistry.

Prerequisites: High School chemistry or Chemistry 103 or its equivalent; one unit of high school algebra or Mathematics 2.

For students in chemical engineering, agriculture, nursing, predentistry, pre-medicine, medical technology, pre-veterinary, pre-forestry, home economics, etc.

A course on the fundamental principles of chemistry which include laws of chemistry which include laws of chemical combination, states of matter, atomic and mole-

cular structure, the physical and chemical properties of metals and non-metals, such as oxygen, hydrogen, and chlorine and their most common compounds. Those electing Chemistry 101 should continue with Chemistry 102 to complete a full unit, which is necessary for advanced work.

Four hours per week, recitation and quiz periods. Four hours per week. Laboratory work.

Four hours credit.

Each Semester.

Day and Evening.

Chemistry 101a & 101b - General and Inorganic

This course is identical with Chemistry 101, except that owing to time limits imposed by evening classes, Chemistry 101a and 101b are necessary to equal Chemistry 101.

102. General and Inorganic Chemistry.

A continuation of Chemistry 101. Prerequisite either Chemistry 101 or 105. A study of the metallurgy of the common metals, their separation and properties, carbon and its similar compounds, the Periodic Table and Law are covered.

Four hours per week of recitation and quiz. Four hours of laboratory.

Four hours credit.

Each Semester.

Day and Evening.

103. General and Inorganic Chemistry.

Prerequisite: One year of high school algebra or its equivalent.

A course covering the general principles of chemistry for students who have not studied chemistry in high school. Students completing 103 are expected to elect course 104 or course 102 the following semester.

Five hours of lecture and recitations and three hours of laboratory work per week.

Four hours credit.

Day and Evening.

104. General and Inorganic Chemistry.

Prerequisite: Chemistry 103.

A continuation of course 103. Four hours of lecture and recitations and four hours of laboratory work per week.

Four hours credit.

Day and Evening.

105. General Inorganic Chemistry for Engineers.

Prerequisites: High school chemistry or Chemistry 103, one unit of high school algebra or mathematics 2.

This course is required of all first year students taking engineering. Those entering without high school chemistry should elect Chemistry 103. The fundamental principles of chemistry are developed to illustrate the scientific method. The descriptive chemistry of some of the non-metallic elements and of the more important metallic elements is studied. Special emphasis is placed on facts of importance to engineers. Four discussion recitations and two three-hour laboratory periods each week.

Five hours credit.

Each Semester.

106. Chemistry of Engineering Materials

A study of the manufacture and properties of the ferrous and non-ferrous alloys, cements, clay products, protective coatings, fuels and water softening. Four lecture or recitations per week. One or two trips to local plants.

Four hours credit.

Second Semester.

107. Prerequisite: Chemistry 101 or equivalent.

A continuation of general chemistry with the emphasis on qualitative analysis for laboratory work. Consent of chemistry department. Four hours lecture, 6-8 hours laboratory work.

Five hours credit.

221. Qualitative Analysis.

Prerequisites: Chemistry 102 or 105.

A course designed to give the student an explanation of laboratory procedure in terms of the principles of general chemistry. Laboratory procedure involves the identification of five groups of common metals through appropriate unknowns, also the identification of the common acid groups. Two discussion recitations and two four-hour laboratory periods per week.

Four hours credit.

First Semester.

Day and Evening.

221a. Qualitative Analysis.

Evening Division Qualitative Analysis 221a and 221b are identical with Qualitative Analysis 221 as described above.

222. Organic Chemistry.

Prerequisite: Chemistry 102 or 105.

A first course in the basic principles of organic chemistry which aims to give the student a knowledge of the carbon compounds of both the aliphatic and aromatic series. It will answer requirements of students preparing for medicine, dentistry, pharmacy, agriculture, home economics, biology and other related sciences. Four lectures or recitations per week.

Four hours credit.

Second Semester.

Day and Evening.

224. Organic Chemistry Laboratory.

Prerequisite: Chemistry 222.

The student prepares a number of typical organic compounds and determines their physical constants. Seven hours laboratory and one hour of quiz per week.

Two hours credit.

Second Semester.

225. Quantitative Chemistry.

Prerequisite: Chem. 101, Chem. 102, or Chem. 105; Math. 103 or equivalent.

A knowledge of common logarithms is essential. The theory and practice of volumetric and gravimetric analysis is included in this course. Two-four hours lecture, eight hours laboratory.

Four or five hours credit.

COOPERATIVE VOCATIONAL TRAINING

These courses are open to students who have marketable skills that are directly related to their college curriculum. The counseling is individualized, by a coordinator, to meet the needs of the particular job. The amount of credit will depend on the number of hours the student is employed per week and the nature of the work. The courses are planned to meet the needs of the vocational programs. The transfer value of the credit for cooperative vocational training will depend entirely on the policies of the senior colleges.

21 and 22. Cooperative Office Training.

The work will be classified as Accounting, General Office, or Secretarial.
Three hours credit for four hours daily work experience.

23 and 24. Cooperative Industrial Training.

The work will be classified as Architecture, Drafting, etc.
Three hours credit for four hours daily work experience.

DRAFTING

51. Industrial Drawing.

Prerequisite: None.

A course inspired by the need for a practical introduction to Engineering, Drafting and Shop Practice. Time will be spent on shop sketching, typical plant lay-outs, piping drawing, pattern drawing, machine design, and elementary sheet metal layouts, etc. Emphasis will be on developing clear shop drawings from shop sketches and notes. Practical application of pictorial representation and orthographic projection will be the keynote. Three two-hour periods per week.

Three hours credit.

First Semester.

Day and Evening.

52. Industrial Drawing.

Prerequisite: Drawing 51.

A continuation of course 51 with the objective of dealing with actual industrial plant problems. This work will give the student advance practice in the following: jigs and fixtures; tools and dies; gears, cams and mechanisms; sheet metal drawing and development; product design. Field trips will be arranged during the semester. Three two-hour periods per week.

Three hours credit.

Second Semester.

Day and Evening.

53. Blue Print Reading.

Presentation of the fundamental principles of representing objects by blue-prints together with detailed analyses of both industrial and architectural blue-prints. Major aim is to provide the student with both understanding and sufficient skill to make the practical use of blue-prints demanded on the job.

Two hours credit.

54. Shop Sketching.

Prerequisite - none.

The ability to make clear, readable, rapidly executed freehand sketches is an important part of the work of machinists, fabricators, draftsmen, engineers, etc. This course will include shop and field sketching in orthographic projection, oblique, isometric, and perspective. Two two-hour periods per week.

101. Mechanical and Machine Drawing.

The principles of orthographic projection, practice in making of working drawings, correct drafting-room practice in conventional representation, the use of instruments, practice in freehand and mechanical lettering, reading and checking of drawings, instruction on blue and brown printing, practice in tracing, original drawing on vellum. Three two-hour periods per week with approximately three hours home work. Math. 3 must accompany DR. 101 if Geometry was not taken in high school.

Three hours credit.

Each Semester.

102. Descriptive Geometry.

Prerequisites: Drawing 101 and Mathematics 19 or its equivalent.

Lectures and individual class room instruction. Emphasis is placed on the ability to visualize problems and the processes of solution. This course includes problems comprising combinations of the point, line and plane, intersections, developments, warped surfaces, and tangent planes. Three two-hour periods per week with approximately three hours home study.

Three hours credit.

Second Semester.

Day and Evening.

103. Lettering.

Prerequisite - none.

A study of the history, styles, and methods of lettering; basic forms, medium and tools, techniques, and designs; daily plates and a term plate. Two two-hour periods per week.

Two hours credit.

Either Semester.

201. Mechanism and Engineering Drawing.

Prerequisite: Drawing 102.

Sketching from models in orthographic, isometric, and oblique projection. Practice in the making of working drawings from sketches. Analysis of machines, tracing transmission of motion and power, and devising of combinations to accomplish specific purposes. Two two-hour periods per week with approximately the same amount of home work.

Two hours credit.

Each Semester.

ECONOMICS

11. Elementary Economics

A course designed to acquaint the student in a general way with the principles of economics. Three hours in class per week.

Three hours credit.

First Semester.

12. Elementary Economics.

Prerequisite: Course 1.

This is a continuation of Course 11. It deals more with applied modern problems in economics. Three hours in class per week.

Three hours credit.

Second Semester.

13. Economic History.

The concepts of economic history and the principal features of European economic history. The economy of the medieval manor, the rise of towns, the routes and goods of trade in the Middle Ages, and the economic development of the principal industrial countries of Europe.

Three hours credit.

First Semester.

Three hours in class per week.

14. Economic History.

A study of the industrial development of the United States, from colonial times to the present. Such forces and factors as the westward movement, the industrial and agricultural revolution, the tariff, public finances, the trust problems and the labor movement will be discussed. Three hours in class per week.

Three hours credit.

Second Semester.

15. Managing Personal Finances.

This course is aimed toward providing help to the citizen through providing him with more information and alternatives in terms of his everyday financial problems. Among the areas covered in considerable detail are the following: Money, inflation, bank services, budgeting, taxation, instalment buying, insurance, annuities, investments, and securities, provision for personal wills, and the most salient aspects of the business cycle together with its effects upon the individual and his financial problems. Two hours weekly.

Two hours credit.

201. Principles of Economics.

An examination of the fundamental principles of economics. Open only to sophomores.

Three hours credit. First Semester. Three hours in class per week.

203. General Economics.

Opening with a brief description of present day industrial organization, the course will consider the fundamental economic principles of production, exchange, and distribution.

Three hours credit. First Semester. Three hours in class per week.

204. General Economics.

Prerequisite: Course 203.

This course will examine the application of the principles studied during the first semester to current problems arising out of the public relationship in industry, problems of labor, money and banking, public utilities, trusts, and taxation.

Three hours credit. Second Semester. Three hours in class per week.

Courses 203 and 204 are designed to meet the needs of students, particularly in the professional departments, whose work lies entirely outside the field of economics, but who desire a general course in economic principles and problems. No student may receive credit for Principles of Economics (201 and 202) and for General Economics (203).

51. Labor Economics.

Prerequisite: Economics 11 and 12, or consent of the chairman of the department.

A study of the human factor in industry. Problems of wages, hours, unemployment, working conditions, and personnel are considered.

Three hours credit. Three hours in class per week.

52. Corporate Finance.

Prerequisite: Economics 11 and 12, or consent of the chairman of the department.

An introduction to the principles of the financial policy of corporations. This course treats the problem of promotion of the corporate enterprise, types of corporate securities, the administration of corporate science, failure and reorganization, investment of corporate funds. Emphasis upon the problems of the smaller business unit.

Three hours credit. First Semester. Three hours in class per week.

53. Public Finance and Taxation.

Prerequisite: Economics 11 and 12, or consent of the chairman of the department.

A study of the principles of public expenditures, revenues, public credit, and fiscal administration. The development of taxation and tax systems.

Three hours credit. Second Semester. Three hours in class per week.

EDUCATION

85. Principles of Teaching.

The primary purpose of this course is an examination of the aims toward which teaching should be directed, a discussion of the conditions essential to successful teaching and learning and analysis of the various types of learning activity with their significance in determining what teaching should accomplish, and an evaluation of the various procedures and practices by which the basic principles of teaching may be applied and a sound technique of teaching developed. Active participation by the student in first hand analysis of teaching problems and critical evaluation of

teaching procedure is emphasized. The technique of teaching common school branches is a definite objective of this course. Required of sophomores in the County Normal and State Limited curricula.

Three hours credit.

Second Semester.

87. Directed Practice Teaching.

This is a laboratory course requiring two hours a day, five days a week of teaching in connection with class meetings, conferences, and assigned readings. Students are assigned definite problems in teaching which are worked out in actual experience in the training school under supervision.

Four hours credit.

Second Semester.

81. Methods of Teaching.

A course in the study of methods in teaching as applied to rural schools; brief consideration of the principles involved in teaching and learning; application of these in selection of subject matter and activities; emphasis upon technique of teaching reading, writing, spelling, and language activities. Observation of the work of the kindergarten and first six grades in the training school is a part of this course.

89. Methods of Teaching.

This course is a continuation of Course 81 with emphasis placed upon the teaching of arithmetic, elementary science, and social studies, including geography, history, and literature.

Three hours credit.

Second Semester.

83. Rural School Management.

This course is designed for students preparing to teach in the rural schools. A study of the principles basic to the effective organization and management of classes in a rural school. Discussion centers upon problems involved in socialization procedures, classroom routine, tests and measurements, records and reports, case studies of behavior problems, individual differences and class adjustments, relations with parents and community. The Michigan Instructional Guide is given special attention.

Three hours credit.

First Semester.

ENGLISH

5. Freshman English.

Sentence and paragraph structure, theme organization, grammatical usage, and diction are stressed in order to develop ability to write correctly and convincingly. In reading, special effort is made to improve speed and comprehension.

Three hours credit.

6. Continuation of English 5.

Three hours credit.

12. Reading Improvement.

This course is designed for all students who wish to improve their reading speed and comprehension. An examination is made of each student's reading habits, and he is given exercises designed to eliminate those habits which retard his speed. Timed exercises are given to stimulate his ability to read with greater speed and comprehension. Attention is given to increasing his vocabulary, and constant use of the Reading Accelerator is encouraged. Offered both semesters.

One hour credit.

Classes meet once a week.

15. Use of Books and Libraries.

This course deals with the technique of using library tools. Included in this study are the use of the card catalog, arrangement and classification of libraries, desk routine, and the use of general reference books. Book selection and bibliographies are also stressed. Actual problems in these fields make up the semester's work. Transfer credit is given for this course at Michigan State College and the teachers' college of Michigan.

Three hours credit.

Each Semester.

16. Business Communication.

This course is designed to develop skills in the composition of business letters. Particular practice is given to the writing of letters of enquiry, order letters, acknowledgment and application. The formats used in modern business letters are studied. A review of English fundamentals is made. If a course in typing has not already been taken, it must be taken concurrently. This course is offered the first semester.

Three hours credit.

Meets three hours a week.

Day and Evening.

17. Advanced Business Communication.

This course continues the practice in writing business letters and pays particular attention to sales letters, replies to prospects, collections, claims and adjustments, and the writing of advertising copy. The psychological effect of letters is studied, and practice is given aimed at developing a vigorous and individual style. The student learns also to collect information for the writing of reports and bulletins. All assignments must be typewritten.

Prerequisite Course 16

Offered the second semester.

Three hours credit.

Meets three hours a week.

101. Composition and Literature - Freshmen Course.

The purpose of the course is to help the student achieve competence in reading and writing. Three hours of class work emphasizing the study of essays, sentence outlines, usage and diction. Expository themes, both prepared and impromptu.

Three hours credit.

First Semester.

Day and Evening.

102. Composition and Literature - Freshmen Course.

Continued practice in reading and writing, the reading material consisting of more difficult essays and some drama or fiction. Expository themes, both prepared and impromptu. The class meets three days a week.

Three hours credit.

Second Semester.

Day and Evening.

221. Sophomore Course in Advanced Expository Writing.

A study of types of exposition with practice in writing each type. Weekly themes accompanied by detailed sentence outlines. Reading and discussion of essays selected from the works of recognized authors. The course is planned for those students who enjoy writing and for those who want training in writing clear exposition. Open to students who have completed courses 101 and 102 satisfactorily. Course 221 may be elected without course 222. Recommended for students in any curriculum. May be taken concurrently with course 223 or 224.

Three hours credit.

First Semester.

222. Sophomore Course in Creative Writing.

A study of descriptive and narrative writing. Analysis of selected fiction. Weekly written work. The aim of the course is to develop appreciation for imaginative prose. The course is designed for students who want practice in narrative writing. It may be elected without course 221 and may be taken concurrently with course 223 or 224. Open to students who have completed courses 101 and 102 satisfactorily.

Three hours credit.

Second Semester.

223. Introduction to English Literature. (University of Michigan English 31.)

Prerequisite: English 101 and 102, except by permission of instructor.

The object of this course is to help the student read poetry and prose fiction with understanding and appreciation. The reading includes one novel for class discussion, two supplementary novels, and a number of British and American poems of various types and periods.

Three hours credit.

First and Second Semester.

224. Introduction to Drama - Sophomore Course.

Prerequisites: English 101 and 102 except by special permission.

This course is concerned with the understanding and appreciation of the drama. Half the semester is given to the close reading of five or six of Shakespeare's plays and half to selected plays of the nineteenth and twentieth centuries, as well as one Greek play.

Three hours credit.

Three days a week.

FRENCH

101. Elementary French.

Basic grammatical construction, fundamentals of pronunciation, easy reading, daily oralaural practice, very little composition.

Four hours credit.

First Semester.

Four hours per week.

102. Elementary French continued.

Prerequisite: Course 101 or one year of French in high school.

Oral-aural practice continued; grammar principles, accompanied by exercises and easy composition; reading continued, with some outside reading.

Four hours credit.

Second Semester.

Four hours per week.

201. Second Year French.

Prerequisite: Course 102 or two years of French in high school.

Review and application of essential principles of French grammar by means of oral and written exercises and composition, pronunciation through oral and aural and conversation, reading of French prose, with outside reading to develop the ability to read rapidly at sight. The course will be conducted in French as far as possible.

Four hours credit.

First Semester.

Four hours per week.

202. Second Year French continued.

Prerequisite: Course 201 or three years of French in high school.

This course is a continuation of Course 201 with somewhat more emphasis on conversation.

Four hours credit.

Second Semester.

Four hours per week.

203. Intermediate French.

Prerequisite: Course 202 or the equivalent (four years of French in high school).

Reading of selected novels, plays, and poems of representative French authors and their interpretation which will serve as a basis for more advanced courses in French literature. The course includes grammatical explanations and exercises necessary to improve the students ability to use French.

Three hours credit.

First Semester.

Three hours per week.

204. Intermediate French continued.

Prerequisite: Course 202 or four years of French in high school.

Eighteenth and nineteenth century French Readings. This course is a normal continuation of Course 203 and should be elected in this sequence except by permission of the instructor.

Three hours credit.

Second Semester.

Three hours per week.

205. Introduction to French Conversation.

Prerequisite: French 202 or equivalent.

Improvement of pronunciation through a study of the basic elements of phonetics with exercises to improve accuracy of sounds and intonation; the acquisition of an active vocabulary based on everyday life through exercises in simple conversation.

Two hours credit.

First Semester.

Three hours per week.

206. Introduction to French Conversation continued.

Prerequisite: Courses 205.

This course is a continuation of Course 205 with emphasis on greater fluency.

Two hours credit.

First Semester.

Three hours per week.

NOTE: Senior colleges usually do not allow transfer credit for a course numbered 101 until the succeeding course (102) has been completed; credit is allowed on a one semester basis for courses numbered above 102. Courses in language may be elected in the freshman year by students who meet the prerequisites listed.

GEOGRAPHY

101. Introductory Geography.

Geographic concepts are introduced to the student. The major part of the course is devoted to a study of climatic elements. Weather, soil, and other planetary phenomena will be discussed. A recognition of the climatic regions of the world complete the study.

Four hours credit.

First Semester.

Classes meet four times each wk.

102. Regional Geography of the World.

Prerequisite 101 or special permission.

The major physical regions of the world are studied, and their natural settings emphasized. The human activities expressing the cultural pattern peculiar to each region are given adequate attention. The course is designed to give the student a clear concept of each region as a home of man.

Four hours credit.

Second Semester.

Classes meet four times each wk.

103. Economic Geography.

The course opens with a short survey of the geographic reasons for the regional specialization in commodities and the localization of industries. The study of the regional competition for markets, of transportation, and of port conditions is included in the course. This course is recommended for students interested in business, commerce, and secretarial work, and for those planning to teach commercial subjects.

Four hours credit.

First Semester.

Classes meet four times each wk.

GEOLOGY

101. Physical Geology.

The earth's features, treated with special reference to their origin and significance; agencies effecting changes in geographic features; physiographic changes in progress; the effect of man's physical environment upon his distribution, his habits, and his occupations. The course includes an introductory study of common rocks and rock-forming minerals, an interpretation of topographic maps, and the fundamental principles of the general circulation of the atmosphere. Three classroom periods, and one two-hour laboratory period per week with occasional field trips.

Four hours credit.

First Semester.

Day and Evening.

102. Historical Geology.

A study of the fundamental problems involved in dynamical, structural, and historical geology. The history of the earth is studied from its origin to the present. Successive stages are followed in the development of North America as a typical continent; the formation of mountains, plains, and the evolution of the life of the land and seas. The course includes the determination of common rocks and minerals, and the interpretation of geologic maps. These classroom periods and one two-hour laboratory period per week, supplemented by field work.

Four hours credit.

Second Semester.

GERMAN

101. Elementary German.

The primary object is to develop the ability to read standard German. There is, however, constant emphasis upon the oral-aural aspects of the language by means of oral reading, group singing, aural comprehension, recordings, and the use of phrases and idioms frequent in conversation.

Four hours credit.

First Semester.

Four hours per week.

102. Elementary German.

Prerequisite: Course 101 or one year of high school German.
Continuation of Course 101.

Four hours credit.

Second Semester.

Four hours per week.

201. Second Year German.

Prerequisite: Course 102 or two years of high school German.
German prose. Selected reading from representative modern authors. Organic grammar reviews, oral practice, and reading at sight.

Four hours credit.

First Semester.

Four hours per week.

202. Second Year German.

Prerequisite: Course 201 or three years of high school German.
Continuation of Course 201. Readings selected from modern prose writers and the classic poets.

Four hours credit.

Second Semester.

Four hours per week.

NOTE: See note under French concerning transfer credit.

HISTORY

101. Introduction to the History of Europe from Ancient Times to the Protestant Reformation.

This course consists of a survey of the development of men and nations from prehistoric times to the end of the 14th century. Particular attention is given to causes of the rise and fall of the different civilizations during this period, and of their contributions to the modern world, as well as to the political, social, and economic conditions of men during this period. Classes meet four times a week.

Four hours credit.

First Semester.

102. European Civilization from 1500 to the present time.

This course is a continuation of 101 and begins with the Protestant Reformation and traces the development and expansion of the nations of Europe within Europe and overseas. The social and economic history of the people and its relationship to their political history is stressed. Classes meet four times a week.

Four hours credit.

Second Semester.

105. History of Michigan.

Considers prehistoric man in Michigan, New France, the Jesuits, the Iroquois and the Hurons, early French explorers, founding of Detroit, arrival of the English in Michigan, Pontiac's Conspiracy, Michigan connections with the Revolutionary War and the War of 1812, Northwest Ordinance of 1787, Michigan as a territory, and Michigan as a state, with special emphasis on political, economic, social, and educational developments.

Two hours credit.

Second Semester.

201. Political and Constitutional History of the United States to 1865.

Particular attention is given to the colonial period, the divergent English and American political theories, to the causes, chief events, and results of the French and Indian, Revolutionary, Mexican, and Civil wars and of the War of 1812, to diplomatic entanglements with Europe, to the Articles of Confederation, Constitutional Convention of 1787, Federalist organization of the new government, Jeffersonian democracy, important Supreme Court decisions, westward movement, the rise of the political power of the west, and to slavery and abolition.

Three hours credit.

First Semester.

202. Political and Constitutional History of the United States from 1865 to the Present.

Continuation of Course 201.

Considers Radical Reconstruction, the Grant Regime, the Panic of 1873, the Far Western Frontier, the Hayes Administration, the period from Garfield to Harrison, the Populist Revolt, the Spanish-American War, the American Empire, Theodore Roosevelt, Taft, and Wilson, the First World War, the Search for Normalcy, the Depression of 1929, Hoover, Franklin D. Roosevelt, the New Deal, the Second World War and aftermath.

Three hours credit.

Second Semester.

JOURNALISM

201. Journalism.

A course designed primarily for those students who plan to enter the publication field. It seeks to provide them with a cultural background and an understanding of the social and economic significance of this field. In addition, it affords technical training and practice in journalistic occupations. Required during the sophomore year.

The course is also open to other students who have had some work on high school papers and wish to continue this training and participate in producing the college bi-weekly paper, "The Crucible", and the year book of the same name.

Three hours credit.

Meets 3 times per week plus "on the beat" assignments.

202. Journalism.

This course may be elected as a continuation of Course 201 or independently as a pre-requisite to concentration in Journalism.

Three hour credit.

Meets 3 times per week plus "on the beat" assignments.

Journalism 14 or 15.

This course is open to all students who enjoy journalistic expression and are interested in instruction and practice in student publications. Reporters in this group help to cover news from the various departments, organizations and social events for the school paper and year book. The class meets one hour with Journalism 201 or 202 and at least one hour on assignments.

One hour credit.

LATIN

201. Latin Literature in English.

No knowledge of the Latin language is required. The course acquaints the student through the medium of English translations, with Latin literary masterpieces which have exerted influence upon the thought and literary forms of subsequent centuries. Assigned readings and lectures. Not open to freshmen excepting by special permission of the department.

Two hours credit.

Second Semester.

103. Latin Refresher and Reading.

A thorough review of Latin fundamentals for approximately half the semester. The course is designed for students who have had at least two years of high school Latin or one year of college Latin, but who have not been studying Latin for a year or more and desire a review before continuing Latin. Latin is especially desirable for those who wish to improve command over English vocabulary and sentence structure, to broaden cultural background, or to prepare for the several professions whose specific vocabularies are largely of Latin origin.

Four hours credit.

First Semester.

104. Intermediate Latin Reading.

Continuation of Course 103. The major part of the reading material will be selected from Vergil or Cicero, although other material may be used if the needs and

interests of the class so indicate. Interpretive lectures and discussions.

Four hours credit.

Second Semester.

NOTE: See note under French concerning transfer credit.

MATHEMATICS

Most colleges and universities admit students who have had no preparation in high school mathematics, provided they present a sufficient number of academic units in other fields of study. Elementary algebra and plane geometry are, however, essential for some college courses, particularly chemistry, physics, and advanced mathematics. They are also prerequisite in the following degree programs: agriculture, business administration, dentistry, engineering, forestry and conservation, home economics, medical technology, medicine, nursing, pharmacy, police administration, and veterinary medicine.

Although deficiencies in mathematics may be removed in Junior College, time spent in doing this may interfere with regular progress in other subjects in the curriculum.

1. Socialized Mathematics.

The fundamentals of arithmetic and such topics as are needed for everyday living; geometry for everyday use; and algebra with emphasis on the formula and equation.

This course is intended for those who feel inadequately prepared in mathematics, and its purpose is to give students confidence in their ability to solve everyday problems. This course is open to students on the one-year and two-year curricula. It does not count toward a major or minor in mathematics.

Two hours credit.

2. Elementary Algebra.

A beginning algebra course covering the same material as the first year of algebra in high school.

Four hours credit on the one year and two year curricula. Day and Evening.

3. Plane Geometry.

This course covers the same material as a year of plane geometry in high school.

Four hours on the one year and two year curricula. Day and Evening.

10. Slide Rule.

A course in the fundamentals of the operation of the slide rule.

One hour credit.

Day and Evening.

11. Business Computation.

Combinations, special cases and short method used in combinations, rapid calculation, different method of proof in checking results, complex fractions and mixed numbers, decimals, percentage, interest, discount, logarithms, and elements of statistics.

18. Intermediate Algebra.

Prerequisites: Courses 2 and 3 or their equivalents in high school mathematics.

Fundamental processes, factoring, fractions, linear equations, quadratics, graphs, exponents, radicals, variation, and proportion, and logarithms.

Two hours credit.

Each Semester.

19. Solid Euclidean Geometry.

Prerequisites: Courses 2 and 3 or their equivalent in high school mathematics. Formulas, basic constructions and propositions, original exercises, mensuration.

Two hours credit.

102. Trigonometry.

Prerequisites: Courses 2, 3 and 18 or their equivalent in high school mathematics.

Radian measure, co-ordinate systems, trigonometric ratios, identities and equations, inverse functions, graphs, logarithms, reduction and addition formulas, laws of sines, cosines, and tangents; solution of triangles and area formulas.

Two hours credit.

Day and Evening.

103. College Algebra for Business Students.

Prerequisites: Courses 2, 3 and 18 or their equivalent in high school mathematics.

This course is offered for students who are taking business administration, hotel management, or any other course not requiring analytic geometry.

Exponents and radicals, quadratics, binomial formula, progressions, compound amount and annuities, permutations and combinations, determinants.

Two hours credit.

Day and Evening.

105. College Algebra and Plane Analytic Geometry.

Prerequisites: Courses 2, 3, and 18 and 102.

Review of exponents, radicals, quadratic equations, complex numbers, theory of equations, Horner's method for finding irrational roots, determinants, cartesian co-ordinates, loci, symmetry, lines, circles and conic sections.

Four hours credit.

First Semester.

Day and Evening.

106. Plane and Solid Analytic Geometry.

Prerequisites: Courses 105 and 19.

Coordinate transformations; conics; parametric equations; tracing of algebraic curves; polar coordinates; space coordinates; plane; straight line; quadric surfaces; space curves; introduction to the calculus; functions; limits; continuity; derivative slope; rate of change; differentiation of algebraic functions and applications of the derivative.

Four hours credit.

Second Semester.

Day and Evening.

107. Trigonometry, College Algebra, and Plane Analytic Geometry.

Prerequisite: Courses 2, 3 and 18 or their equivalent in high school mathematics. Topics the same as in course 102 and course 105 to transformation of coordinates.

Five hours credit.

First Semester.

Day and Evening.

108. Plane and Solid Analytic Geometry.

Prerequisite: Courses 107 and 19.

Continuation of course 107. Transformation of coordinates, conic sections, and all topics as in course 106.

Five hours credit.

Second Semester.

Day and Evening.

201. Calculus.

Prerequisites: Courses 105 and 106, or 107 and 108.

Applications of the theory of maxima and minima; the differential; rectilinear and curvilinear motion; discontinuities; differentiation of algebraic, trigonometric, exponential, logarithmic and hyperbolic functions; curvature; indeterminate forms; curve tracing; and integration.

Four hours credit.

First Semester.

Day and Evening.

202. Calculus 2.

Prerequisites: Course 201.

Definite integral; applications of integration; centroids; moments of inertia; fluid pressure; infinite series; Maclaurin's series; Taylor's series; partial differentiation; multiple integrals; introduction to differential equations.

Four hours credit.

Second Semester.

METEOROLOGY.

101. Elementary principles of Meteorology.

This course, an introduction to Meteorology, concerns atmospheric phenomena and stresses their relation to physical laws.

Three hours credit.

First Semester.

Day and Evening.

102. Applied Meteorology.

A systematic study of the atmospheric elements, the weather bureau setup for obtaining weather data, weather codes and their interpretation, model stations; energy change in the atmosphere and application of the air-mass and frontal principle to the analysis and forecasting of weather. Emphasis on aeronautical meteorology.

Three hours credit.

Second Semester.

MUSIC

15. Ensemble 15 -- Junior College Orchestra.

Open to all J. C. students who play orchestral instruments.

Purpose: To offer opportunity and training in orchestral playing with a view to public performance at assemblies and in the community.

Special ensemble work in music, vocal and instrumental, will be arranged by the music department whenever there is sufficient demand.

31. Elements of Music.

This course deals with the rudiments of music including notation, clefs, keys, syllables, the teaching of rote songs, etc. Required in County Normal and State Limited curricula.

Two hours credit.

33. Band.

Technique of various band instruments and study of band literature. Opportunity is offered for practice and instruction in conducting.

Two hours credit.

Each Semester.

35. Orchestra.

Technique of orchestral instruments, study of orchestra literature and experience in accompanying. Opportunity is offered for practice and instruction in conducting.

Two hours credit.

Each Semester.

NOTE: Courses 33 and 35 will ordinarily be offered through enrollment in high school classes. Credit as indicated will be granted for graduation. Several senior colleges offering similar courses will transfer credit in certain curricula.

41. A Cappella Choir.

Membership is open to all Junior College students. The work of the choir is directed toward study of representative choral music and public performances in college and community activities.

Two hours credit.

One hour per Semester.

101, 102, 201, 202. Theory -- Basic Musicianship.

These are basic courses for all students who expect to specialize in music. They correspond to the University of Michigan courses 11, 12, 31 and 32. They are devoted to the analysis of the style of J. S. Bach as found in the chorale harmonizations, and continue through a survey of the styles of Haydn, Mozart and Beethoven. They are integrated courses and include in their total content:

- a. Correlation of aural, visual, and factual approaches.
- b. Tones and rhythms in perpendicular and horizontal relationships.
- c. Expression of musical ideas in elementary formal structure.

Purpose: To develop basic musicianship with special emphasis on aural theory. Specific procedures. Lectures on acoustics. Study of tonads. Intervals. Sight-singing and rhythmic reading. Emphasis on harmonic and melodic dictation.

Music Appreciation.

Designed to acquaint students with the fundamentals of listening and the musical classics. This is not primarily a transferable course.

First Semester.

PHYSICAL EDUCATION

101.- 102. Physical Education.

Two hours per week are required of all first year students. Swimming is required of all students that cannot swim. Students that can swim may elect either swimming or gym. Men may elect one gym and one pool or take two gyms or two pools. Women must take either two pools or two gyms.

Co-ed Pool.

This course may be elected by men or women and meets one hour a week. Along with one other hour of gym or pool, it will count as credit for 101 or 102.

202.- 202. Physical Education

Advanced gym and advanced pool credits are not counted for graduation at Bay City Junior College, but these courses may be elected by the students and will be accepted as transfer credits by institutions that require three semesters or four semesters of Physical Education.

Veterans are granted credit in Physical Education. However, they may elect any of these courses, if they are interested, and 101 and 102 will be counted towards graduation for veterans.

PHYSICS

1. Elementary Physics.

Prerequisites: Mathematics 2 and 3 or equivalent in high school mathematics. By special permission, one of these may be taken along with Physics 1.

A general course in elementary physics for students entering without high school physics. This course is designed to meet the needs of those lacking physics as an entrance requirement. Along with recitations and discussions, a considerable amount of demonstration is included. A minimum of five class hours is required each week.

Four hours credit.

Second Semester.

Day and Evening.

101. General Physics.

Prerequisites: Physics 1 or high school physics; Mathematics 1, 2, and 18 or their equivalents in high school mathematics. Trigonometry is very desirable. For those electing this course without trigonometry, sufficient additional assignments will be made to meet the needs of the course. By special permission, the requirement of high school physics will be waived for students having the equivalent of Mathematics 105 and 106.

This course deals with mechanics, heat, magnetism, and electro-statics. Four hours each week are devoted to recitations, lectures, and quizzes, and three to laboratory.

Four hours credit.

First Semester.

102. General Physics.

Prerequisites: Physics 1.

A continuation of Course 1 with the same distribution of hours and covering the subjects of electricity, sound and light.

Four hours credit.

Second Semester.

103. General Physics.

This course includes the content of Physics 101 but organized and supplemented for students lacking high school physics. One additional hour of lecture-recitation being required each week. The equivalent of one high school unit of algebra and one and one-half units of geometry is required as prerequisite. Trigonometry is desirable.

Four hours credit.

First Semester.

104. General Physics.

An extension of course 103 with like distribution of hours and including the content of physics 102. Students who have achieved high standing in course 103, may by special permission elect physics 102 in place of this course.

Four hours credit.

Second Semester.

201. General Physics.

Prerequisite: High school physics or its equivalent. Trigonometry and the equivalent of Mathematics 105. (By special permission, the latter may be taken as a parallel course.)

A course covering the same general topics as Physics 101 but adapted to meet the needs of engineering students. Many quantitative relationships are more fully developed and applied to the solution of additional problems. Five hours each week are devoted to recitation lecture and quiz and three to laboratory.

Five hours credit.

202. General Physics.

A continuation of Physics 201 covering electricity, sound, and light, with like distribution of hours.

205. Engineering Mechanics, Statics.

Prerequisite: Physics 21; Mathematics 27 (this may be taken parallel if previous mathematics grades are good).

Forces, components, vectors, moments, couples, methods of sections, stress in frame structures, analytically and graphically; cables, friction, centroids, moments of inertia, shear and bending moments.

Three hours credit.

Second Semester.

PHYSIOLOGY AND HYGIENE

101. Physiology.

An elementary introduction to the mechanism of the human body and its normal functioning. A course adapted to meet the needs of the pre-medical student, medical technician, dental hygienist, druggist, nurse, pre-dentist, and mortuary student. Open to all students.

Four hours credit.

First Semester.

102. Hygiene.

An introduction to personal and community health, knowledge of which will enable the student to more adequately meet health responsibilities in the home, in the place of employment in the school and in the community.

Four hour credit.

Second Semester.

POLITICAL SCIENCE

101. American Government.

A study of the organization and functioning of the political, electoral, legislative, administrative, and judicial processes of the federal government. Conducted on a modified class recitation plan. Open to freshmen and sophomores.

Four hours credit. Classes meet 4 times a week.

Day and Evening.

102. American Government.

A study of the development, organization, and problems of the state and local governments along with their relation to the federal administrative agencies. Special emphasis will be placed on student participation in discussion of modern governmental problems. A continuation of Course 101.

Four hours credit. Classes meet 4 times a week.

PSYCHOLOGY

11. Psychology.

This is a personnel course in methods of effective study and planning for life beyond college. It is designed for those who have been out of school for some time or those who have not acquired good enough study habits to continue educational pursuits at college level. A study is made of mental and vocational aptitudes, personalities and preferences as a guide toward choosing a life-work best suited to the individual.

Three hours credit.

Meets 3 times per week.

201. Psychology.

An introduction in general psychology. A study of the principles underlying experience and behavior as effected by motivation, emotion, learning, perception, ability, and personality.

Three hours credit.

Each Semester.

202. Psychology.

Prerequisite: Psychology 201.

Psychology of personality. The factors involved in the adjustment of the individual to the physical and social environment with emphasis on developmental factors.

Three hours credit.

Second Semester.

SHOP

11. Printing.

Study of the printing industry; its scope, organization, relationships and importance. Historical study of the development of the fundamental graphic arts process. This course is for beginners and is intended to acquaint the student with the various tools and materials of a print shop and to teach him the fundamentals of plain type composition. Practical work in setting straight composition and elementary tabular forms, spacing, punctuation, and division of words; printers' mathematics, proofreader's marks and their use, construction of borders, lockup, and display composition. Three hours daily.

Seven hours credit.

First Semester.

12. Printing.

This course offers advanced problems in job composition, proper use of type in securing contrasts, proportion, symmetry, tone and shape, harmony, use of ornament, and interpretative display. Introduction to platen presses; starting and caring for press; press adjustments, handfeeding, press preparation, makeready on simple forms. Opportunity will be given to study plates, papers, and ink. An introduction to litho-type will be offered to those interested. Prerequisite: Shop 11. Three hours daily.

Seven hours credit.

Second Semester.

13. Wood Shop Practice.

The aim of this course is to teach the proper handling of hand tools and machines and right standards of work. Identification of woods, their uses and suitable finishes to use will be stressed. Projects involving the use of hand tools and some elementary machine work will be built. Three hours of work in shop required daily.

Seven hours credit.

First Semester.

14. Machine Woodwork.

The use of power machinery in connection with cabinet work and elementary pattern making will be taught. Various types of woodworking machinery will be studied and exercises and projects involving the use of all machines will be made. Three hours of work in shop required daily. Prerequisites: Shop 13.

Seven hours credit.

Second Semester.

15. Auto Mechanics.

A course in automotive repair and maintenance covering the theory of internal combustion engines, ignition and lighting, transmission systems, rear axles and body construction. Work experience in the shop on mechanical repairs and use of testing equipment will be an important part of the course. Three hours of shop work required daily.

Seven hours credit.

First Semester.

16. Auto Mechanics.

Continuation of Shop 15.

17. Welding.

Consideration is given to modern welding practice, including ferrous and non-ferrous metals and alloys; electric and oxy-acetylene welding and cutting. Three hours of shop work required daily.

Seven hours Credit.

First Semester.

Day and Evening.

18. Welding.

Continuation of Shop 17.

Seven hours credit.

Second Semester.

Day and Evening.

19. Welding.

This course is similar in content to Shop 17. One hour of shop work required daily.

Two hours credit.

First Semester.

Day and Evening.

20. Welding.

Continuation of Course 19.

Two hours credit.

Second Semester.

Day and Evening.

21. Machine Shop.

A study is made of the shaping of metals by cutting. The laboratory part includes practice with bench tools, lathes, planers, shapers, milling machines, and drill presses. Attempts will be made to develop skill as well as familiarize the student with the fundamentals of machine work. A study also is made of the more important semi-automatic and automatic machine tools used in modern manufacturing plants. Three hours of shop work required daily.

Seven hours credit.

First Semester.

22. Machine Shop.

Continuation of Machine Shop 21.

Seven hours credit.

Second Semester.

101. Shop Practice.

This course is designed for students interested in the study of machines, hand tools, and machine tools pertaining to machine shop, and also for those who wish to become proficient in manipulating the various machines such as the lathe, milling machines, shaper, planer, tool cutter, grinder, drill press, etc.

The scope and trend of modern shop practice and machines is used as a basis for class discussion.

One recitation and one three-hour laboratory period per week.

Two hours credit.

Each Semester.

SOCIOLOGY

201. Principles of Sociology.

A basic study of the fundamental concepts, and an introductory view of the general field.

202. Modern Social Problems.

Three hours credit.

Second Semester.

SPANISH

51. Basic Spanish for the Tourist.

This is a basic Spanish language course using the direct conversational approach. Both a native teacher and a coordinator are employed.

Two hours credit.

SHOP

11. Printing.

Study of the printing industry; its scope, organization, relationships and importance. Historical study of the development of the fundamental graphic arts process. This course is for beginners and is intended to acquaint the student with the various tools and materials of a print shop and to teach him the fundamentals of plain type composition. Practical work in setting straight composition and elementary tabular forms, spacing, punctuation, and division of words; printers' mathematics, proofreader's marks and their use, construction of borders, lockup, and display composition. Three hours daily.

Seven hours credit.

First Semester.

12. Printing.

This course offers advanced problems in job composition, proper use of type in securing contrasts, proportion, symmetry, tone and shape, harmony, use of ornament, and interpretative display. Introduction to platen presses; starting and caring for press; press adjustments, handfeeding press preparation, makeready on simple forms. Opportunity will be given to study plates, papers, and ink. An introduction to lino-type will be offered to those interested. Prerequisite: Shop 11. Three hours daily.

Seven hours credit.

Second Semester.

13. Wood Shop Practice.

The aim of this course is to teach the proper handling of hand tools and machines and right standards of work. Identification of woods, their uses and suitable finishes to use will be stressed. Projects involving the use of hand tools and some elementary machine work will be built. Three hours of work in shop required daily.

Seven hours credit.

First Semester.

14. Machine Woodwork.

The use of power machinery in connection with cabinet work and elementary pattern making will be taught. Various types of woodworking machinery will be studied and exercises and projects involving the use of all machines will be made. Three hours of work in shop required daily. Prerequisites: Shop 13.

Seven hours credit.

Second Semester.

15. Auto Mechanics.

A course in automotive repair and maintenance covering the theory of internal combustion engines, ignition and lighting, transmission systems, rear axles and body construction. Work experience in the shop on mechanical repairs and use of testing equipment will be an important part of the course. Three hours of shop work required daily.

Seven hours credit.

First Semester.

16. Auto Mechanics.

Continuation of Shop 15.

17. Welding.

Consideration is given to modern welding practice, including ferrous and non-ferrous metals and alloys; electric and oxy-acetylene welding and cutting. Three hours of shop work required daily.

Seven hours Credit.

First Semester.

Day and Evening.

18. Welding.

Continuation of Shop 17.

Seven hours credit.

Second Semester.

Day and Evening.

19. Welding.

This course is similar in content to Shop 17. One hour of shop work required daily.

Two hours credit.

First Semester.

Day and Evening.

20. Welding.

Continuation of Course 19.

Two hours credit.

Second Semester.

Day and Evening.

21. Machine Shop.

A study is made of the shaping of metals by cutting. The laboratory part includes practice with bench tools, lathes, planers, shapers, milling machines, and drill presses. Attempts will be made to develop skill as well as familiarize the student with the fundamentals of machine work. A study also is made of the more important semi-automatic and automatic machine tools used in modern manufacturing plants. Three hours of shop work required daily.

Seven hours credit.

First Semester.

22. Machine Shop.

Continuation of Machine Shop 21.

Seven hours credit.

Second Semester.

101. Shop Practice.

This course is designed for students interested in the study of machines, hand tools, and machine tools pertaining to machine shop, and also for those who wish to become proficient in manipulating the various machines such as the lathe, milling machines, shaper, planer, tool cutter, grinder, drill press, etc.

The scope and trend of modern shop practice and machines is used as a basis for class discussion.

One recitation and one three-hour laboratory period per week.

Two hours credit.

Each Semester.

SOCIOLOGY

201. Principles of Sociology.

A basic study of the fundamental concepts, and an introductory view of the general field.

202. Modern Social Problems.

Three hours credit.

Second Semester.

SPANISH

51. Basic Spanish for the Tourist.

This is a basic Spanish language course using the direct conversational approach. Both a native teacher and a coordinator are employed.

Two hours credit.

INDEX

A

Accredited Junior College	12
Administration	3
Administrative Staff	4
Accounting Curricula, One-Year	35
Accounting Curricula, Two-Year	36
Accounting, Courses of Study	66
Activities, College	16
Admission Requirements	22
Admission, Application for	24
Adult Education	13
Advantages	15
Advisers	22-24
Agriculture Curricula	43
Air Transportation	62
Architecture	67
Architectural Drafting Curricula	39
Architecture and Design Curricula	44
Art, Courses of Instruction	68
Athletics	17
Attendance	19

B

Bay County Normal Curricula	47
Biology, Courses of Instruction	71
Board of Education	3
Book Store	16
Business Administration Curricula	44
Business Courses of Instruction	72
Business Curricula, Two-Year	36
Business Curricula, General	37

C

Cafeteria	16
Calendar	2
Change in Elections	20
Chemistry Curricula	45
Chemistry, Courses of Instruction	74
Continuing Education	13
Cooperative Vocational Training	76
Counseling Service	19
Curricula	35-65

D

Debating, Courses of Instruction	95
Dentistry Curricula	48
Dental Hygiene	48
Drafting, Engineering	39
Dramatics	18
Drawing, Courses of Instruction	77

E

Economics, Courses of Instruction	78
Education	78
Education, Course of Study	79
Engineering, Agricultural	50

Engineering, Curricula	49
English, Courses of Instruction	80
Entrance Requirements	22
Equipment	14
Examinations	26
Expenses	28
Extra Hours	20

F

Faculty, Active	5 - 6 - 7 - 8
Faculty Committees	10
Faculty Emeritus	9
Faculty Organization	10
Forestry and Conservation Curriculum	52
French, Courses of Instruction	82

G

General Academic Program	39
Geography, Courses of Instruction	83
Geology, Courses of Instruction	84
German, Courses of Instruction	84
Graduation Requirements	27
Grades and Grade Reports	26
Guidance Program	20

H

High School Credits	24
History of College	12
History, Courses of Instruction	84
Honors	26
Honor Society	18
Home Economics	53

I

Industrial Curricula	39
----------------------------	----

J

Journalism, Courses of Instruction	86
Journalism Curriculum	53

L

Laboratory Fees	28
Latin, Courses of Instruction	86
Law Curricula	54
Liberal Arts	41
Libraries	15
Loans and Scholarships	30 - 31 - 32
Location of College	12

M

Mathematics, Courses of Instruction	87
Medical Technology Curriculum	55
Medical Secretarial Studies	36
Medicine Curricula	57

Medicine, Veterinary	65
Meteorology, Courses of Instruction	89
Mortuary Science, Courses of Instruction	59
Music, Courses of Instruction	89

N

Numbering	35
Nursing	60

P

Pharmacy, Courses of Instruction	61
Physical Education	90
Physics, Courses of Instruction	90
Physiology and Hygiene, Courses of Instruction	92
Placement Bureau	16
Police Administration Curriculum	61
Political Science, Courses of Instruction	92
Pre-Professional Curricula	43
Programs of Study	33
Psychology, Courses of Instruction	92
Public Administration Curriculum	45
Publications	19
Purpose of College	12

R

Refund of Fees	29
Registration Dates	2
Registration Procedure	24

S

Scholarship Records	26
---------------------------	----

Scholarships and Awards	30
Secretarial Curricula	36 - 37 - 38
Shop Practice, Courses of Instruction ...	93
Social Service Curricula	62
Sociology, Courses of Instruction	94
Spanish, Courses of Instruction	94
Special Students	23
Speech, Courses of Instruction	95
Student Activities	16 - 19
Student Conduct	19
Student Council	17
Student Organizations	16
Summer Session	2

T

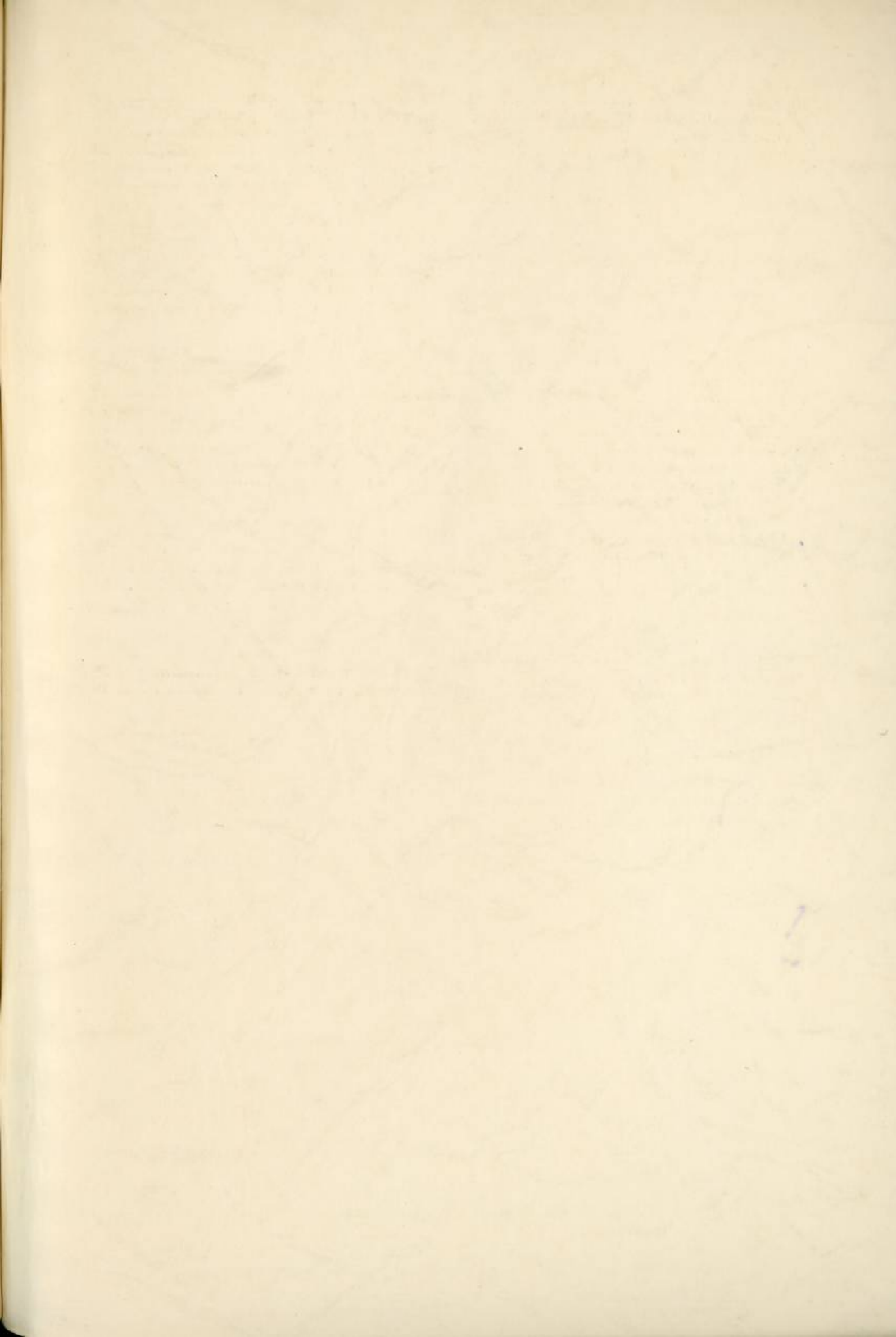
Teacher's Certificate	47
Testing	20
Transcript of Credits	27
Transportation, Air	62
Tuition	28
Two-Year Curricula	36

V

Veterans' Institute	11
Veterinary Medicine	65

W

Withdrawals and Refunds	29
Women's League	19



Bay City Junior College
Catalogs

1953-1955

19
* ©

5534

1955